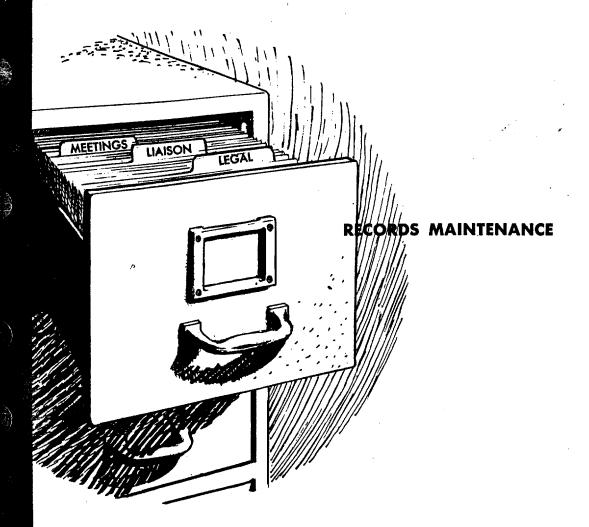
6 APRIL 1959

HANDBOOK FOR SUBJECT FILING



RECORDS MANAGEMENT PROGRAM

Approved For Release 1999/09/07 : CIA-RDP74-00005R000200030001-9

FOREWORD

This Manual is intended primarily for training purposes. It serves as an adjunct to the Agency's official Handbook for Subject Filing.

This Manual has been prepared as a guide to installing and maintaining the Subject Numeric System of Filing set forth in the Handbook.

The Subject Numeric System of Filing is being established as the standard system in the Agency. It increases the administrative usefulness of records, expedites the disposition of records no longer needed, and facilitates preservation of records of permanent value.

Although the subjects listed herein are primarily administrative and general in nature, individual offices may adapt and expand the given subject title list to meet their particular needs. Area Records Officers and the Records Management Staff are prepared to assist offices in adapting or modifying the filing system to fit specific requirements.

HOW TO INSTALL THE SUBJECT-NUMERIC FILING SYSTEM

Reference: (a) Handbook For Subject Filing

- 1. First, glance over the material in your present file (or simply check the folder labels) and note which of the 31 subjects on page 33 of the Handbook apply. The alphabetical index beginning on page 72 will also help. Make up a file guide for each applicable subject. Arrange these guides alphabetically in an empty drawer or other vacant work space. A couple of boxes will do temporarily if cabinet space is tight.
- 2. Next, separate current files from your non-current records. ("Current" should be interpreted to mean "needed in the conduct of current business, regardless of the date of the document." However, in most cases current files will be those for the current year.) Simply take one folder at a time, note its contents and the date of the material. If a folder contains both current and non-current material, don't "break" the folder, transfer the entire folder to the new file you're setting up. Place each folder behind the primary guide that best identifies the contents of the folder (e.g. Personnel, Liaison, Security, etc.). Again you may wish to refer to the alphabetical index for guidance. Folder by folder work your way through the entire file. Be sure to write the primary classification on each folder in pencil to ensure its proper return should it be charged out.
- 3. Now you're in business. You've separated your active files from the bulk of your inactive records. You've also grouped related material together. In all probability you've found folders you never knew existed. You may also find duplicate documents filed in separate folders, or folders that have but one or two papers. Your next step then is to set up the necessary folders to refine your system.

To do this, first determine the secondary, and if necessary, the tertiary classification of each piece of current material behind a primary guide. Examine each folder. Often all of the material in one folder can be classified under one secondary classification such as "Attendance and Absence" which is a secondary heading under the primary, "PERSONNEL." In this case the entire folder can be classified. However, if a folder contains miscellaneous papers, for example on personnel matters, you'll need to classify each paper.

Make up the necessary folders that the volume and the number of secondary or tertiary subjects require. For instance, if the record volume is small, make a folder only for the primary subject, even though you may have classified some papers according to a secondary or tertiary category. Later, if the primary folder becomes full (20-30 pieces), you can set up secondary folders. Place the current material in the new folders, and transfer the balance of any non-current material back to the noncurrent file.

4. Continue the above process in succession for each subject category until you've reworked your entire file. You'll find that this can be done in spare moments without disrupting the orderliness of your files.

A CHECK LIST THE COLVERTING YOUR TIVES to a SUBJECT HULERIC FILING SYSTEM

Your files remain orderly and useable during this entire conversion.

Phase One usually can be accomplished in an hour with an average Office's files. Phase Two can be done in spare moments on a few folders at a time without interrupting the Office use of the files.

PHASE ONE SEPARATING

1. Examine the folder labels used in your files.

2. Take a note of those subjects used in your files and that are listed as Primary Subjects on page 33 in the Filing Mandbook.

3. Take up a file gride card (center position) for each Primary Subject used.

4. Arrange these guide cards alphabetically in an empty drower.

5. Prepare to separate current active files from non-current inactive files.
(In most cases current files are those for the current year.)

6. Take one folder at a tire and note its contents in general.

7. Place each of your current folders, AS IS, behind the guide card that best identifies its contents.

3. Each folder of non-current records remains, AS IS, in the old file.
(Mave a card on hand to mark your place in the drawer during interruptions.)

9. Polder by folder, work your way through your entire file.

(You now have an active and an inactive file. The active file folders are in related groups behind new guide cords. The inactive file remains as is, unclarged and available, but it could be put into a lower, less used, file drawer until retired to the Records Center or destroyed.)

PIMSE TWO REFINING

1. You will find that these new separated files are more efficient in this condition, however, they can be even better.

2. Your next step is to make new folders and refine your files.

- 3. First you must decide the secondary breakdowns your folders will need.
- 4. Take one primary subject at a time. Read the secondary breakdowns listed for it in the Filing Handbook. Make a list of those you will need. (For example, behind the guide labeled PORSONEEL you probably have several folders. It will be easier to find material if each folder is given its secondary classification.)

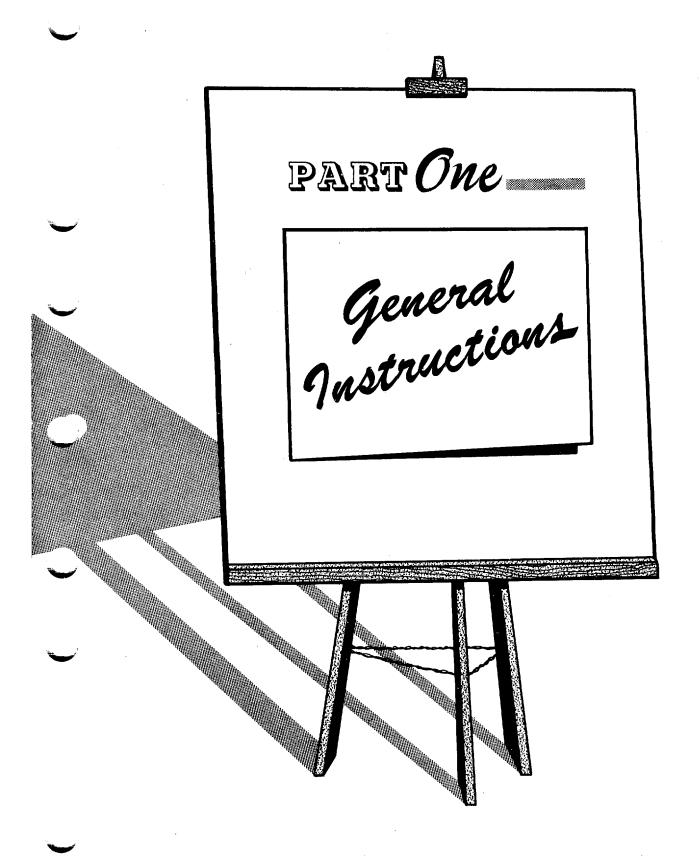
5. Prepare labels for the new file folders you will need. Some will have only a primary folder with no secondary. Some will be so big as to need a secondary and perhaps even a tertiary breakdown.

6. Vork on only one primary subject at a time. Review the contents of each folder.

7. Put the current material into the proper new folders. Transfer non-current material back to the old inactive file. Destroy all the duplicates.

8. Continue this as quickly as possible for each subject category until you have reworked your entire file.

9. A few personal entries added and the Cross Indes in the back of the Filing Handbook will serve to help your office personnel and you to classify, file, and recover material in this file. If you didn't use many of the subjects you may wish to prepare your own cross index.



MANUAL FOR SUBJECT FILING

SECTION I

INTRODUCTION

1. SCOPE

The Standard File Classification System and the attendant procedures described herein are prescribed for use in filing and maintaining correspondence records. Although the system is designed to permit a certain amount of flexibility to meet the specific requirements of various offices, it is essential that the basic pattern provided herein be followed carefully if an adequate degree of standardization is to be maintained. Further subdivision of any of the subjects listed is permissible to provide for the necessary detail which may be required by some offices. "Case" or "project" files may be established under any subject as required.

2. RESPONSIBILITIES

The Records Management Staff, Management Staff and designated Area Records Officers throughout the Agency have technical custody and responsibility for the proper maintenance and disposition of official records of the Agency. The Records Management Staff will furnish to offices maintaining official records all assistance possible in the establishment of their files, including procedures for maintenance, servicing, and retirement of the records.

3. DEFINITIONS

a. OFFICIAL RECORD COPY

The original or copy of a letter, document, report, etc., which is maintained in a designated "Official File Station" for documentation purposes and which is distinguished from other copies of the same document, in the same organizational element, by the fact that such other copies merely serve as temporary working papers, "convenience" files, etc.

b. OFFICIAL FILE

Each file containing official record copies shall constitute an "official file" and should include the original incoming communication and the initialed yellow copies of outgoing and interoffice correspondence; original or action copies of reports, executed forms, maps, photographs, and other documentary material. The official record copies shall not be maintained in any organizational unit not specifically designated as an Official File Station.

Reference material consisting of printed or duplicated copies of publications, extra copies of communications used as reading files, and other material considered as temporary working papers is not included in the definition of official records. Such nonrecord material shall not be interfiled with official records.

c. OFFICIAL FILE STATIONS

The term "Official File Station" means any specifically designated organizational element where the official record copies of correspondence and other documents are maintained. The physical location of an Official File Station shall be determined by the head of such organizational element, with technical advice from Records Management Staff.

d. CLASSIFY, CLASSIFIED, AND CLASSIFICATION

As used in this Handbook and in filing operations, these terms refer to the subject or file designation of records and not to security classifications: "TOP SECRET," "SECRET," or "CONFIDENTIAL."

SECTION II

TYPES OF FILES

4. SUBJECT FILES

Subject Files are considered to be those types of paper records which ordinarily include correspondence, reports, and other documents which may be classified and filed under all or many of the subject categories included in the File Classification Guide. The general subject material is distinguished from that which is ordinarily identified as "case" or "project" files as described in the next paragraph.

5. CASE OR PROJECT FILES

A case or project file is described as a file comprised of material relating to a specific action, transaction, person, organization, location or thing, yet may cover one or many subjects pertaining to the specific case or project. Types of case or project files may include voucher files, contracts, loan cases, construction projects, leases, litigation cases, and many others. Case or project files may be included as a part of the subject files or they may be located physically apart from such files. As a general rule the volume of these records and the use made of them should dictate their arrangement.

6. ALPHABETICAL NAME INDEX

The Alphabetical Name Index is a finding medium through which correspondence and other documents filed by subject may be located when the available information is the name of the correspondent, the name of the author of a document, or the name of an individual or organization referred to in correspondence or documents. It is not always necessary or advisable to establish a name index to the subject file. Therefore, careful consideration should be given to the actual need for such an index before establishing one. In other words, the Alphabetical Name Index should not be established at any Official File Station if:

a. The quantity of material filed by subject is so small that no difficulty will be encountered in locating it by subject;

- b. The type of records filed is susceptible to an alphabetical arrangement by names within the subject files; or
- c. The type of material can be located easily by case or project symbol, number, or other means of identification, without the aid of an alphabetical index.

If the Alphabetical Name Index is used it should be composed of extra copies (normally pink tissues) of outgoing correspondence, and Form No. 135, "Correspondence Cross Reference." Paragraph 12c decribes the arrangement of folders and guides for the Alphabetical Name Index.

SECTION III

STANDARD FILE CLASSIFICATION SYSTEM

7. DESCRIPTION

The file classification system adopted for use is known as the "Subject-Numeric System of Classifying and Filing." This system is an adaptation of both the simple subject and numerical coding systems. It retains the simplicity of the alphabetical arrangement of subject titles, brings together related subjects, and provides file designations consisting of a combination of descriptive subject titles with related subjects organized as subdivisions of the primary subjects. The subdivisions of the primary subjects are assigned Arabic numerals to reduce time and effort in marking material for filing and to make it easy to memorize the filing designations.

8. FILE CLASSIFICATION GUIDE

The File Classification Guide contained in Part Two of this Handbook is divided into two parts, as follows:

- a. A Subject List consisting of a group of alphabetically arranged primary subject titles with their related secondary and suggested tertiary subdivisions.
- b. A Subject Index consisting of an alphabetical listing of all of the subject titles and other appropriate references. It serves the same purpose as an index to a book.
- 9. CLASSIFYING PAPERS FOR FILING

The process of classifying involves the analysis of correspondence or other documents to determine the subject by which they should be filed, and the placing of file designations on material to show where it should be placed in the file.

a. IMPORTANCE OF THE PROCESS

Papers received for classifying and filing may cover a wide variety of subjects. Also a number of papers involving one

particular subject may be intermingled with those of other subjects. The file classification system is designed so that all of the papers on related subjects will be consistently and logically brought together in the files. However, sound judgment and careful attention must be given to the procedures which follow if the classification process is to be accomplished satisfactorily. THE ABILITY TO LOCATE PAPERS PROMPTLY AFTER THEY ARE FILED DEPENDS LARGELY UPON THE CARE USED WHEN CLASSIFYING MATERIAL BEFORE IT IS FILED.

b. METHOD OF CLASSIFYING

The following are the normal procedures to follow when classifying material for filing.

- (1) Read and analyze the correspondence or other material to determine the most outstanding or prominent subject; that is, the subject by which the papers will most likely be requested.
- Select the proper file designation by referring directly to the Subject List or Index of the File Classification Guide, in the following manner: (a) determine the appropriate primary subject category, such as TRAVEL, PERSONNEL, etc., for example, a letter concerning recruitment of personnel would fall under the primary subject PERSONNEL; (b) select the appropriate subdivision, if any, under the primary subject, for example, a letter concerned with budget estimates would be classified by the secondary subject Budget Estimates, a subdivision of the primary subject APPROPRIATIONS. Similar reasoning is applicable for the selection of tertiary subjects.

If no appropriate subdivisions of the primary subject have been provided, the primary subject itself is used as the file designation.

(3) Stamp or write the file designation in the upper right corner of the Subject File copy (yellow tissue), as shown in Exhibit A or in the same position on any incoming correspondence which did not require a reply. The file designation consists of the full primary subject title followed by the Arabic numeral or numerals

representing the subdivision of the primary subject. For example: The file designation ACCOUNT-ING 1 denotes the proper file classification for material to be filed under the primary subject ACCOUNTING, and the secondary subdivision Accounts Current.

- (4) Mark the Alphabetical Name Index Copies (if the index is being employed) at the same time the file designation is placed on the Subject File copy, by placing the same file designation by which the subject copy is to be filed, in the upper right corner of the pink copy as shown in Exhibit B. This file designation will indicate where the material is located in the Subject File. Also after the file designations are placed on the file copies, the name, title, etc., under which the Name Index copies are to be filed should be underscored on such copies. The following are examples of how the papers should be marked:
 - (a) Correspondence addressed to private individuals should be filed by the last name of the individual addressed. Example of marking:

Mrs. Mary Brown 1220 Ivy Street Seattle 5, Washington

(b) Correspondence addressed to officials of commercial concerns should be filed under the name of the company or organization. Example of marking:

Mr. John Doe, Manager
American Machine Corporation
Chicago 12, Illinois

(c) Correspondence addressed to officials within the Agency should be filed under the name of the principal organizational unit addressed, disregarding such terms as "Office of." Example of marking:

MEMORANDUM FOR: Executive Officer, Office of Personnel

(d) Correspondence addressed to individuals in other Federal agencies should be filed under the name of the agency. Example of marking:

Mr. Joseph Black Chief, Aeronautics Office Department of Commerce Washington 25, D. C.

- (5) Indicate the cross references to be prepared in the following manner:
 - (a) For the Subject Files. If the material being classified involves more than one subject by which it is likely to be requested, or a single subject with more than one interpretation, select the file designation for the additional subject(s) and stamp or write it immediately below the file designation already shown for the main, most prominent subject. In such instances, a cross mark "X" should be placed at the left of the file designation to indicate that a cross reference is required, as follows:

RECORDS 3

X COMMUNICATIONS 2

- (b) For the Alphabetical Name Index. If the Alphabetical Name Index copy is to be filed in the Name Index by the name of an organization, indicate, by placing a cross mark "x" above the first letter of the last name of the individual addressed, that a cross reference is to be made for filing by the name of the individual. Likewise, indicate cross references to be prepared for any names of persons or organizations referred to in the body of the correspondence or document.
- (6) Note earlier material to be brought forward and consolidated with later correspondence. If an indication of earlier correspondence or documents is discovered, this fact should be noted on the correspondence to indicate that the earlier material should be removed from the

file and consolidated with the material of the later date. See paragraph 10b for instructions regarding preparation of Form No. 232, Correspondence Continuity Reference.

C. HELPFUL HINTS TO THE CLASSIFIER

- (1) While some analytical ability is desirable, the knack of noticing essential key phrases and ideas in correspondence helps to select correct file designations. However, if the subject cannot be easily determined, it is helpful to consider the correspondence in this light: "Why was it written?" or "What reason was there that prompted the writer to write it?" Usually it will be found that the purpose for writing suggests the subject under which it should be filed.
- (2) It is helpful at times to refer to previous correspondence already on file to verify a tentatively selected file designation.
- (3) In unusual cases the subject of correspondence is so vague that it is difficult to determine the proper file designation. In such cases, there need be no hesitancy in going to the dictator or other authoritative sources to obtain a sufficiently clearer conception of the subject matter, so that the material may be properly classified. This extra effort will permit more accurate filing and facilitate finding the material.
- (4) The subject line frequently appearing above the body of correspondence should not be relied on too heavily in determining the subject under which the correspondence should be filed. It may be vague, misleading, or even remote from the real subject of correspondence concerned.
- (5) Persons responsible for classifying and filing records should study the organizational and functional structure of the Agency and keep currently informed regarding policies, procedures, programs, and projects. Such knowledge is essential to the selection of correct file designations.

SECTION IV

CROSS REFERENCES

10. WHEN AND HOW TO PREPARE CROSS REFERENCES

The use of appropriate cross references in the file or index can be an invaluable aid in locating material quickly when needed. Care should be taken, however, to avoid making and filing unnecessary cross references which will consume time in preparation and space in the files. The following are normal conditions under which cross references should be made.

a. WHEN MORE THAN ONE SUBJECT IS INVOLVED

For those documents which cover more than one subject as indicated in paragraph 9b(5) an extra copy of the document, if available, should be used or Form No. 135, Correspondence Cross Reference, should be prepared, as shown in Exhibit C.

b. TO CONSOLIDATE RELATED MATERIAL

When it is necessary to bring forward earlier correspondence or documents and consolidate it with subsequent material as explained in paragraph 9b(6) Form No. 232, Correspondence Continuity Reference, as shown in Exhibit D, should be prepared.

c. TO PROVIDE ALPHABETICAL NAME REFERENCES

When incoming letters are filed without replies, or extra copies of correspondence are not available for filing in the Alphabetical Nams Index, name references should be made on Form No. 135. Also, such references may be prepared for names of individuals or organizations referred to in the body of the correspondence.

SECTION V

FILING THE RECORDS

11. ASSEMBLING THE PAPERS FOR FILING

After correspondence and documents are marked with the correct filing designation, they should be properly assembled preparatory to filing. Each unit of material consisting of two or more papers relating to a particular transaction should be arranged in chronological order with the latest date on top. Such papers should be fastened together with staples in both upper corners of the assembly, or with prong fasteners if the unit of material is too thick for staples.

12. FOLDERS AND GUIDE ARRANGEMENT

The orderly appearance and efficiency of any file depends to a large extent upon the careful preparation, use, and arrangement of folders and guides in the file drawer. Folders are necessary to keep related papers together and in order. Guides serve as "sign posts" to help speed up filing and finding operations. The incorrect use of either folders or guides will retard, rather than aid, these operations. To provide for uniformity as to types of folders and guides and their arrangement, the following standards should be adhered to, as far as practicable:

a. GENERAL SUBJECT FILE

(1) Folders and File Designations

Kraft folders, ll-point weight, square-cut, with reinforced tabs meet requirements for the Subject Files. Such folders should be prepared for only those subject titles for which there is a definite current or anticipated need. If there is little or no need for the use of subdivisions of some of the primary subjects, folders for those subdivisions should not be placed in the files. If an occasional piece of correspondence is classified under a secondary or tertiary subject, the material should be placed in the primary subject folder.

When a primary subject folder contains ten or more file units with the same secondary or tertiary designation, a separate folder should be prepared for the material.

File designations may be typed directly on the folder tabs if a long-carriage typewriter is available. If such a typewriter is not available, gummed labels may be used. In either case the file designations (whether typed directly on folders or labels) for any primary or secondary subjects contained in the File Classification Guide should be placed uniformly on the folder tab beginning one-half inch from the left. Labels or file designations for case or project files established within the Subject File, should be placed in the center of the folder. See Exhibit E, for an illustration of the correct method of preparing and placing file designations on folders.

(2) Guides

Pressboard Guides, with metal angular tabs, one-third cut, should be used in the Subject Files. Tabs will be used in the following manner: SECOND position for all primary subjects; and THIRD position for secondary subjects. See Exhibit E, for illustration of proper arrangement of guides and the correct method of writing file designations on guide inserts.

(3) Arrangement Within the File Cabinets

Folders and guides should be arranged in the file drawer in the exact sequence in which the primary and secondary subjects appear in the File Classification Guide, starting from the front of the drawer, with the guides preceding the related folders. The sequence of the drawers should be from top to bottom of the cabinet.

b. CASE OR PROJECT FILES

Kraft folders, ll-point weight, square-cut, reinforced tabs, with fasteners may be used for case or project files, but their arrangement may vary according to types. Case or project files may be established within the Subject Files

or physically separated depending upon the type and specific reference needs of the organizational element.

c. ALPHABETICAL NAME INDEX

(1) Folders and Guides

The same type of folder and guide described for use in the Subject Files should be used for the Alphabetical Name Index. Alphabetical captions may be typed directly on the folders, or labels may be used if a suitable typewriter with large type is not available for typing on the folder. If it is difficult to determine in advance how large the index will be, it is advisable to start first with a folder for each letter of the alphabet and make folders for subdivisions of these letters as the file grows. Special folders for common names, such as "Smith," "Brown," "Adams," etc., and names of organizations or individuals with which the organization has frequent correspondence may be made as required.

(2) Rules for Alphabetic Filing

Exhibit F, is a complete set of rules for alphabetic filing. All persons having the responsibility for filing records should thoroughly familiarize themselves with these rules, so that, regardless of who does the filing there will be consistency in the arrangement of the index reference.

13. PLACING MATERIAL IN THE FILES

After material to be filed has been classified and marked for filing, the papers should be segregated as to types of files preparatory to actually placing them in the files. For example, Subject File material should be arranged alphabetically by the primary subject categories appearing on the documents. Index references for the Alphabetical Name Index should be arranged in alphabetical order before proceeding with the filing operation.

a. ARRANGEMENT WITHIN THE FOLDER

When filing the material, place each assembly within the

proper folder with the left edge of the papers down. Units of material for filing should be arranged in the folder in chronological order with the latest date forward, unless a different arrangement will facilitate its use. All material should be filed loose in the folders except for case or project material which should be fastened to the folder.

Folders should not be overfilled. Three-quarters of an inch is the normal capacity of a folder. When the capacity of the folder has been reached, additional material on the same subject or case should be placed in another folder and arranged with the folder containing the more current records in front. The inclusive dates of the material should be shown on the tab of each of the earlier folders in this manner:

1 January 1959 - 31 March 1959

When the new folder is started, the beginning date should be indicated on the tab in this manners

1 April 1959 -

b. BREAKING DOWN VOLUMINOUS CASE OR PROJECT FILES

The amount of material accumulating in connection with a single case or project may become too voluminous for filing in one folder. Rather than file the papers pertaining to the project or case in two or more folders, chronologically, the reference use of the material comprising the complete case may be facilitated by dividing the material into several action phases of the case and filing it in separate folders under the project or case designation. A voluminous single project requires too many individual folders to afford easy reference to the material if filed in straight chronological order from the date of the first document to the latest.

14. FILE "CUT-OFF" PERIODS AND RETIREMENT

The periodic termination of filing in a series of records at a predetermined time and the starting of a new series of records of the same type with current material is termed a "cut-off" procedure. The purpose of applying a cut-off procedure is to

facilitate retirement of the older records. To identify the cut-off period the filing year should be entered on the right side of the folder tab. (See Exhibit E.)

Cut-off periods, such as "I year of accumulation," "Remove from current file upon completion of transaction," should be established for each file series in order to prevent the accumulation of files beyond the actual current needs. The cut-off files may then be retained for an established holding period before retirement to the Records Center. During this holding period, material from the cut-off file(s) which becomes necessary for current operations may be brought forward and interfiled with the material in the current file.

After expiration of the established holding period, the remaining cut-off portion of the file should be transferred to the Records Center. When material is withdrawn from the cut-off portion of a file for continued action, Form No. 232, Correspondence Continuity Reference, should be placed in the cut-off file. This will identify the material brought forward and indicate the filing location in the current file.

The above cut-off and retirement procedure is prescribed in order that office space and equipment requirements will be held to a minimum.

Approved Records Control Schedules, Form No. 139, provide specific authority for control and disposition of each type of record. Information concerning these schedules may be obtained from your Area Records Officer or the Records Management Staff.

SECTION VI

FINDING AND CHARGING-OUT THE RECORDS

15. GENERAL

The primary purpose of any filing system is to provide an orderly method of arranging and putting documents away so that they may be produced quickly when needed. Therefore, the successful operation of any system depends upon the ability to locate records promptly. In this connection, the following procedures and techniques are given, which if followed by the searcher, will contribute to the efficient operation of the file system.

16. FINDING THE RECORDS

a. RECEIVING THE REQUEST

The person receiving the request for the file should endeavor to obtain as much information as possible from the requester to enable the searcher to identify the needed record. The amount of information required to locate a specific file will depend upon the type of file requested. For most general correspondence files the subject matter and date of the material is most important. However, the name of any individuals, companies, organizations, agencies, etc., identified with the correspondence will assist in making the search.

b. MAKING THE SEARCH

As a general rule, material in the Subject File may be located by going directly to that file, if the requester has supplied adequate information regarding the subject of the material. If the searcher is not sure of the file designation by which the records may be found, he should consult the File Classification Guide before going to the file. If only name references are given, or if the subject information is not adequate, the searcher should refer to the Alphabetical Name Index (if one is being used) to determine the location of the record in the subject file.

Because of the numerous types of project or case files, and since they are more easily identified and located than general subject material, no specific suggestions are given concerning the searching for such records.

If the material requested cannot be found in the files, a search should be made of any unfiled records.

17. CHARGING-OUT THE RECORDS

To ensure proper use of records, to prevent their loss and misplacement and to keep informed at all times of the location of records, it is necessary to maintain control of all material withdrawn from the files. This control is accomplished through a charge-out system. Individuals to whom records have been charged should be held responsible for their custody and prompt return after the records have served their purpose.

a. REMOVING INDIVIDUAL RECORDS FROM THE SUBJECT FILE

Form No. 36-271 (to be redesignated as Form No. 225), File Backing Sheet, should be attached to records removed from this file. These File Backing Sheets will provide a substantial base, protect the record(s) and distinguish the material from other papers. This form has a distinctive blue color and measures 8" x $11\frac{1}{2}$ ". (See Exhibit I.)

Form No. 36-270 (to be redesignated as Form No. 224), Correspondence Charge-Out (see Exhibit G), should be filled in and placed in the folder in an upright position in the exact location from which the record(s) were removed.

Upon return of the charged record(s), Form No. 36-270, Correspondence Charge-Out, should be removed and canceled and the record together with Form No. 36-271, File Backing Sheet, attached should be placed in the file.

b. REMOVING CASE FILES

Case files are always charged out in their entirety. Entire folders are removed and delivered to the requester. Upon such removal, fill in Form No. 119, Case File Charge-Out Card, as shown in Exhibit H,

and file in an upright position in the exact place from which the folder was removed. When this charged folder is returned to the files, the Charge-Out Card is canceled and placed horizontally in the folder. This will eliminate the necessity of preparing a new Charge-Out Card each time the same case file is withdrawn.

c. CHECKING THE FILES FOR CHARGED RECORDS

The files should be inspected regularly to ensure the return of charged records. The charge-out forms when placed in an upright position are taller than other material in the files and can be distinguished readily by a casual inspection. When such inspections reveal that material has not been returned, assure that the material is still in use.

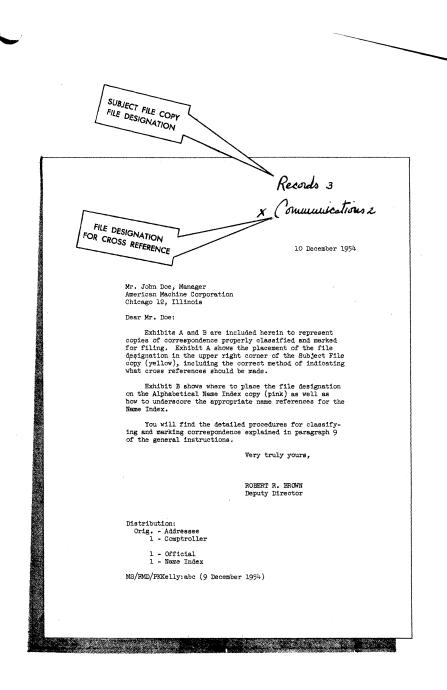
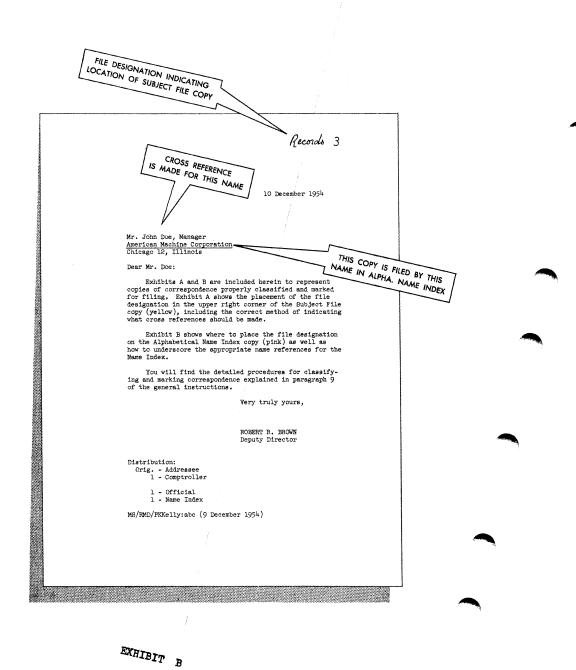


EXHIBIT A



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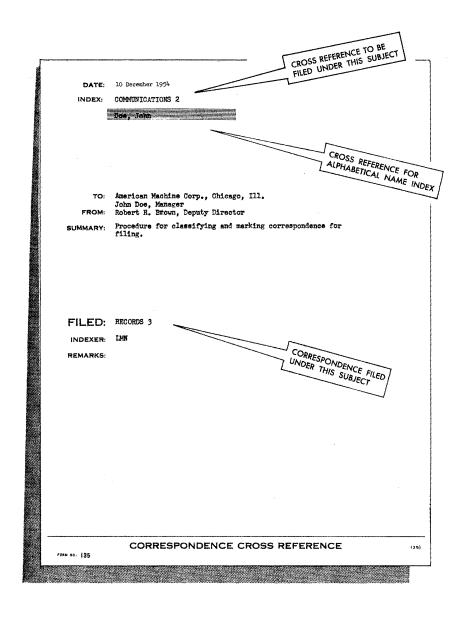
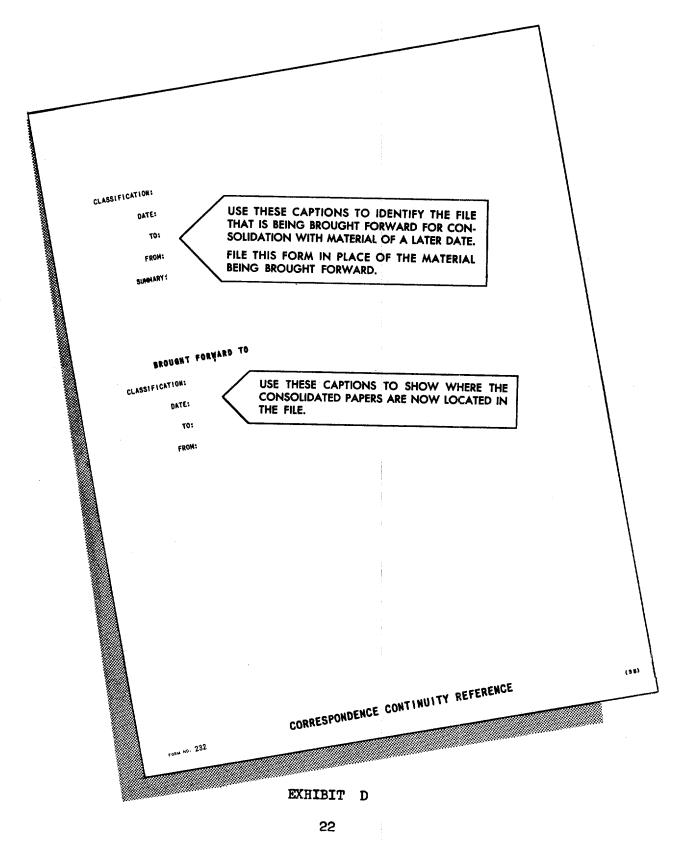
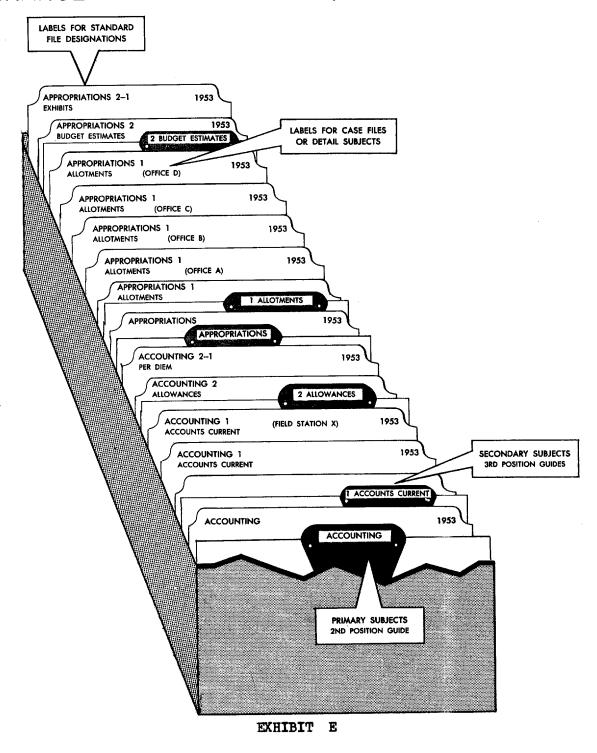


EXHIBIT C



Approved For Release 1999/09/07: CIA-RDP74-00005R000200030001-9

ARRANGEMENT OF FOLDERS, GUIDES AND LABELS



RULES FOR ALPHABETIC FILING

There are three steps in alphabetic name filing:

- Determine the indexing form of the name --files as written, surname transposed, articles to be disregarded, etc.
- 2. Determine the filing units in the name.
- Consider the filing units in turn, determining the arrangement of the material in strict alphabetic order.

Some of the rules for alphabetic filing, therefore, are concerned with determining the filing order of the name; some with the determination of filing units; and others with the alphabetic arrangement of those units.

1. In filing by names of individuals the surname is the first unit, the first name or initial is the second unit, the second name or initial is the third unit, and so or initials the person may have.

A fundamental rule of filing is "nothing comes before something." Thus a surname without given name or initial precedes the same surname with a given name or initial; also a surname with a given name precedes the same surname and same given name with an initial.

	Indexing Order				
Name as Written	Unit 1	Unit 2	Unit 3	Unit 4	
Richard Johnson Jones J. Jones J. A. Jones J. Allen Jones James Jones James A. Jones James Abbott Jones James Allen K. Jones Ernest K. Jordan	Johnson Jones	Richard J. J. J. James James James James Ernest	A. Allen A. Abbott Allen K.	ĸ.	

This example illustrates the alphabetic arrangement considering first the first units, then when the first units are the same, the second units are considered; when the second units are also the same, the third unit is considered, etc. However, where it is known that the material is on the same individual whether written with initials or given names, it is filed together. Thus, if J. Jones, J. A. Jones, and James A. Jones is the same individual, material is filed together under his most common method of writing his name. The usual methods for writing the name is

First given name Middle initial Surname

Prefixes such as d', D', de, De, De, La, di, du, Fitz, La, Le, M', Mac, Mc, O', Van, Von, Van der, Von der, are considered as part of either the given name or surname to which they are prefixed, and are arranged in strict alphabetical order.

	Filing Order		
Name as Written	Unit 1	Unit 2	
Alice Delaney	Delaney	Alice	
Andrew De Laney	De Lanev	Andrew	
Michael D'Fao	D'Fao	Michael	
John FitzSimmons	FitzSimmons	John	
Robert MacAlister	MacAlister	Robert	
Charles McCarthy	McCarthy	Charles	
Hugh O'Neill	O'Neill	Hugh	
FitzHugh Peters	Peters	FitzHugh	
Susan St. John	St. John	Susan	
Albert Vandegriff	Vandegriff	Albert	
Ronald Van de Griff	Van de Griff	Ronald	

EXHIBIT F (Page 1)

RULES FOR ALPHABETIC FILING-Continued

3. Abbreviations of names are filed as though spelled in full.

Name as Written	Filing Order			
Maine as willten		Unit 2		
Wm. Jones Jas. Miller Chas. Smith Theo. Williams Jno. Young	Jones Miller Smith Williams Young	William James Charles Theodore John		

- 4. The abbreviation for <u>Saint</u>, <u>St.</u>, is filed as though spelled out.

 St. Louis Athletic Club Filed Saint Louis Athletic Club.
- 5. Titles such as <u>Dr.</u>, <u>Mrs.</u>, <u>Miss.</u>, <u>Prof.</u>, <u>Col.</u>, <u>Director</u>, <u>Supt.</u>, and abbreviations, such as Jr., Sr., 2nd, may be placed in parentheses after the name, but are disregarded in filing. However, if there are two names in which the surname and given names are identical except that one is <u>Jr.</u>, and the other <u>Sr.</u>, these designations are considered in filing. Foreign and religious titles, such as, <u>Duke of Argyll</u>, <u>Sister Mary</u>, etc., are filed as written.

Example: Jones, J. A. (Dr.)

6. The legal name of a married woman, where known, is used for filing purposes rather than her husband's name. Mrs. is placed in parentheses after the name, but is not considered in filing.

in parentheses after the name,	, Duc	is not considered in liling,
Correct File	T	Incorrect File
Mary Elizabeth Brown (Mrs.) Mary J. Brown (Mrs.) Mary Jones Brown (Mrs.)	and	J. E. Brown (Mrs.) not John E. Brown (Mrs.)

- 7. When the full names of two or more individuals are identical, they may be identified and arranged according to age, color, sex, etc. If these factors are unknown, they are arranged by the alphabetic order of the cities in the addresses.
- Names of firms and institutions are filed alphabetically as written when they do not contain the full name of an individual,

		Filing Or	der
Jones Foundry Company	Unit 1	Unit 2	Unit 3
	Jones	Foundry	Company

- 9. Firm names or titles of institutions containing the full name of an individual are filed in the following order:
 - a. Surname
 - b. Given names or initials
 - c. Remainder of firm name or title

	L		Filing Order		
	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5
Marshall Field and Company James A. Jones	Field	Marshall	(and) Company		
Foundry Company	Jones	James	۸.	Foundry	Company

When it is not clear whether the names are the given name and surname of a single individual or the surnames of two individuals, the material is filed as though the names were of two persons, and cross-referenced under the second name.

Barton Adams Advertising Agency

File: Barton Adams Advertising Agency Cross reference: Adams, Barton, Advertising Agency.

EXHIBIT F (Page 2)

RULES FOR ALPHABETIC FILING-Continued Names of firms or titles of institutions containing numerals are filed as though the numbers were spelled out. The 13 Club filed Thirteen Club (The). Hyphenated names of individuals are treated as one unit in filing. Filing Order Name as Written Unit 1 Unit 2 David Lloyd-George Lloyd-George David 12. Hyphenated firm names and titles are treated as separate words. Filing Order Unit 2 Unit 3 Unit 1 Henson-Hendrix Company Henson Hendrix Names which may be spelled as one word or two words are filed Filing Order Unit 1 Unit 2 Unit 3 Interstate Insurance Co. Interstate Insurance Company Inter State Produce, Inc. Inter State Produce Inc. 14. Apostrophe and s, indicating singular possessive, <u>is not</u> considered in filing. <u>S and apostrophe</u>, indicating plural possessive, <u>is</u> considered in filing. Filing Order Name as Written Unit 1 Unit 2 Unit 3 Anderson's Candy Shop Anderson's Candy Shop Charles A. Anderson The Boy's Companion Boys' Club Anderson Boy's Boys' Charles Companion (The) Club 15. Articles, prepositions, and conjunctions, such as <u>and</u>, <u>for</u>, <u>in</u>, <u>of</u>, and <u>the</u>, do not affect the order of filing. When <u>the</u> is included as part of the title it is placed in parentheses; if it is the initial word, it is placed at the end of the title. Filing Order Name as Written Unit 1 Unit 2 Unit 3 Unit 4 The Clark Company Clark Company (The) Company (The) The James B. Clark Company Clark James В. Edward Cole Cole Edward Cole(and) Cole and Sons Hardware Co. Sons Hardware Company Nations League of Nations League of Women Voters League (of) League (of) Voters Max the Hatter Max (the) Hatter 16. The words brothers, company, incorporated, limited, son, and sons, and their abbreviations are considered in filing, and when abbreviated, are filed as though spelled out. Jones Brothers Jones Company Jones. Incorporated Jones, Limited

EXHIBIT F (Page 3)

RULES FOR ALPHABETIC FILING-Continued

17. Compound geographic names are considered as two words; prefixes to geographic names are considered as one word.

	Filing Order			
Name as Written	Unit 1	Unit 2	Unit 3	Unit 4
New York Publishing Company South Carolina Utilities		York Carolina	Publishing Utilities	Company

18. When the names of two or more businesses are identical, they may be filed alphabetically by the names of the cities in which they are located, if such separation is desirable.

General Electric Company, Pittsburgh General Electric Company, Schenectady

- 19. An abbreviation in a firm name is filed as if the name were written in full where name is known.
 - G. E. Co. filed General Electric Company
- A foreign title or article in a firm name is considered as a separate filing unit.

	Filing Order			
Name as Written	Unit 1	Unit 2	Unit 3	Unit 4
El Morocco La Parisienne Beauty Shop	El La	Morocco Parisienne	Beauty	Shop

21. When such phrases as association of, union of, organization of, society for, bureau of (Governmental bureaus excepted), department of (Governmental departments excepted) constitute the beginning of a name or title, they are considered and filed as part of the name.

Association for the Advancement) of Management) Filed as written, first Association of Mechanical Engineers) and second units indicated Society for Prevention of Cruelty) by underscore to Animals)

- 22. Names of churches, clubs and similar organizations are filed under the first "unit" word that is most important or that most clearly identifies the organization.
- 23. <u>United States</u> and <u>Federal</u> when preceding a department of the Government are not considered in indexing. These titles are considered in filing when they appear in the names of firms or institutions not connected with the Government.

Name as Written	Filing Order				
	Unit 1	Unit 2	Unit 3	Unit 4	
Federal Casualty Insurance Company United States Tariff	Federal	Casualty	Insurance	Company	
Commission Federal Trade Commission United States Steel	Tariff Trade	Commission Commission			
Corporation	United	States	Steel	Corporation	

EXHIBIT F (Page 4)

RULES FOR ALPHABETIC FILING-Continued

- Departments and Bureaus of the Federal Government are filed in the following order:

 - The principal words in the name of the department The principal words in the name of the bureau The principal words in the name of other units necessary for filing purposes.

	Filing Order					
Name as Written	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6
Civil Service Commission	Civil	Service	Commissi	on		
Farmers Home Administration			Home	Adminis	 stratio	n.
Forest Service Public Health	Agriculture	Forest	Service			
Service General Account-	Federal	Security	Agency	Public	Health	Service
ing Office	General	Accountin	g Office			
Bureau of Mines Bureau of Inter-	Interior	Mines (Bu	reau of)			
nal Revenue	Treasury	Internal	Revenue	(Burea	i of)	!

25. Frequently governmental units are referred to as "State of_____,"

"Commonwealth of_____," "County of_____," "City of_____,"

"Municipality of______," "Township of______," etc. These designations are not considered in filing. The actual name of the governmental unit is indexed and these designations, when necessary, are appended parenthetically.

Name as Written	Name as Filed
County of Claiborne, Tennessee State of Maine	Claiborne, Tennessee (County of) Maine (State of)
Commonwealth of Massachusetts City of Memphis, Tennessee	Massachusetts (Commonwealth of) Memphis, Tennessee (City of)

26. Bureaus and Departments of Municipalities.—The name of the city is written first, State second, name of department or bureau third:

Name as Written	Name as Filed
	Cincinnati, Ohio, City Council
Cincinnati Bureau of Health	Cincinnati, Ohio, Health (Bureau of)
Office of the City	, ,
Manager, Cincinnati	Cincinnati, Ohio, Manager
Office of the Mayor,	
Cincinnati	Cincinnati, Ohio, Mayor
Cincinnati Planning	
Commission	Cincinnati, Ohio, Planning Commission
Police Department,	
Cincinnati, Ohio	Cincinnati, Ohio, Police Department
Department of Safety,	
Cincinnati	Cincinnati, Ohio, Safety (Department of)

Where the volume of correspondence from a municipality or other government subdivision is small, all material may be filed chronologically under the name of the subdivision without further breakdown.

F (Page 5) EXHIBIT

RULES FOR ALPHABETIC FILING-Continued

27. When the name of a city is part of the name of a firm or other organization, not a part of the city government, the name is filed as written.

Cincinnati Post Cincinnati Women's Club Knoxville Automobile Club Knoxville Glass Company Knoxville News-Sentinel New York Times

By use of rules 26 and 27 the <u>State</u> name affords the means of distinguishing between official municipal correspondence, correspondence with or about municipal departments or municipally owned and operated organizations and enterprises, and correspondence with commercial organizations or firms having municipal names.

In rare instances where there are two or more cities by the same name but in different States, material must be arranged in alphabetical order by States:

Bowling Green, Kentucky, Automobile Club Bowling Green, Ohio, Automobile Club

28. Material regarding banking institutions is filed first by the name of the city in which the bank is located, then by name of bank, with State at end of title in parentheses. If the city name is embodied in the name of the bank at the beginning, it is not repeated.

Bank of Knoxville,
Knoxville, Tennessee
Hamilton National Bank of
Knoxville, Tennessee
Knoxville Trust Company
Bank of Maryville,
Tennessee
First National Bank of
Maryville, Tennessee

Knoxville, Bank of Knoxville (Tennessee) Knoxville, Hamilton National Bank (Tennessee) Knoxville Trust Company (Tennessee) Maryville, Bank of Maryville (Tennessee) Maryville, First National Bank of (Tennessee)

29. Newspapers which do not have as part of their name the name of the city in which they are published are filed the same as other commercial organizations. For example, The Daily Mirror is filed under <u>D</u>, although it is a New York newspaper. The words <u>New York</u> are not carried as part of the name of this newspaper. Similarly, this applies to all other such newspapers where the name of the city is not actually a part of the newspaper's name.

Daily Mirror (The)
Knoxville News-Sentinel
Minneapolis Star-Journal
New York Times
Toledo Times

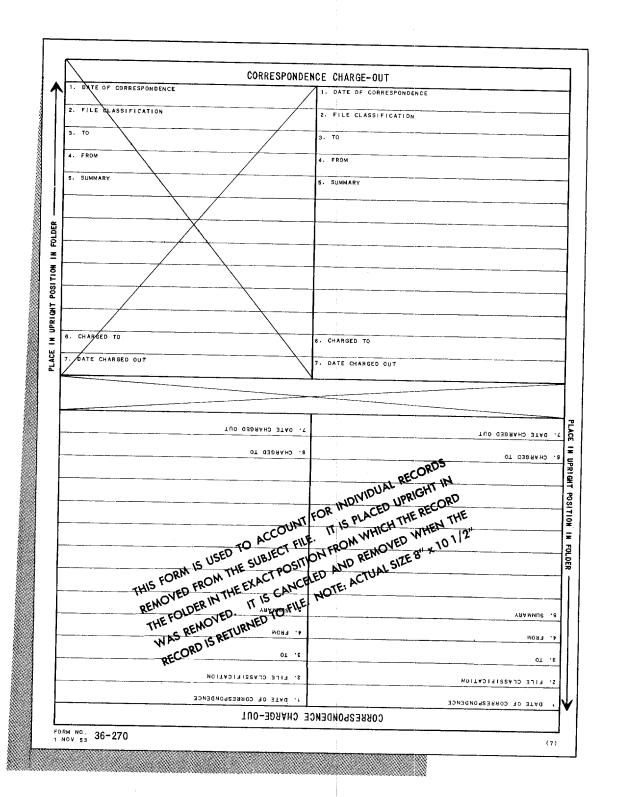
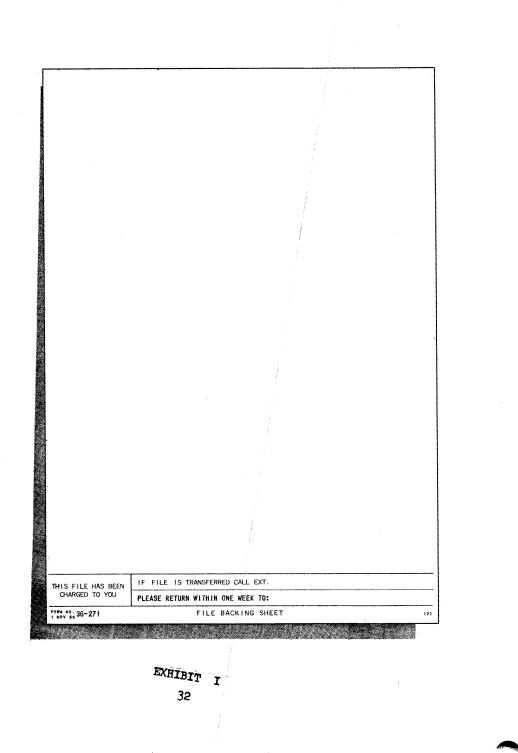
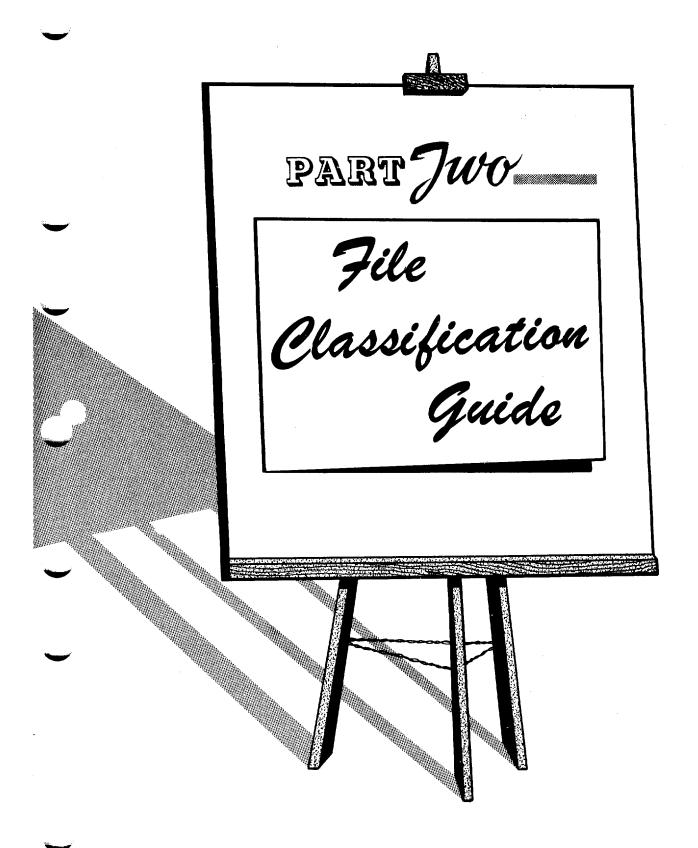


EXHIBIT G

Contract # 12345 Contract # 12345 CHARGE TO DATE Robert R. Brown 1 July 1953 John Date 15 July 1953		INSTRUCTIONS Place card upright in place of charged out folder	
Contract	# 12345	Place card horizontally in r	DATE
CHARGE TO	DATE	CHARGE TO	
Robert R. Brown	1 July 1953		
asin Tool	15 July 1953		
John Hat	7		
		······································	
			į
	1.0		
	CASE FILE CHAP	GE-OUT CARD	
FORM NO. (19			

EXHIBIT H NOTE: ACTUAL SIZE 81/2"X10"





FILE CLASSIFICATION GUIDE

The File Classification Guide has been prepared for maximum utilization in the maintenance of correspondence files in the Agency. The list of subjects has been developed to meet the needs of the Agency as it pertains to most business matters. However, it is recognized that the guide may not be sufficiently developed to meet the needs of offices responsible for specific programs.

In these cases additions or modifications should be discussed with the Area Records Officer concerned. The Area Records Officer and the Records Management Staff will then assist in making any approved changes.

The following is a list of the primary subject titles contained in the File Classification Guide.

SUBJECT LIST

ACCOUNTING

APPROPRIATIONS (BUDGET) NATIONAL DEFENSE

AUTHORIZATIONS ORGANIZATION & MANAGEMENT

MEETINGS

BUILDINGS & GROUNDS PERSONNEL

COLLECTION PRINTING & REPRODUCTION

COMMITTEES PRODUCTION

COMMUNICATIONS PUBLIC RELATIONS

CONTRACTS RECORDS

DISSEMINATION REFERENCE LIBRARY

EQUIPMENT & SUPPLIES REPORTS

FORMS SECURITY

INVENTIONS SHIPMENT

INVESTIGATIONS TRAINING

LEGAL TRAVEL

LIAISON VEHICLES

MEDICAL

ACCOUNTING

This subject pertains to all accounting transactions involved in the receipt, disbursement, and other handling of appropriated funds.

ACCOUNTING

1 Accounts Current

(Depositories)

2 Allowances

(Cost of Living - Differential - Living Quarters - Per Diem - Representational Allowances)

3 Audit

(Suspensions - Disallowances - GAO Exceptions - Claims - Inquiries - Irregularities)

- 4 Bonding of Employees
- 5 Certifying Officers and Agent Cashiers
- 6 Collections and Receipts

(Adjustments - Checks, except salary - Money Orders - Currency - Postage - Contributions -Deposits - Fees - Interest - Refunds - Rents -Royalties - Schedules - Summaries)

- 7 Discounts
- 8 Disbursements

(Adjustments - Advices - Expenditures - Refunds - Schedules - Summaries)

ACCOUNTING (CONTINUED)

9 Payrolls and Salaries

(Bond Deductions - Checks, Salary - Power of Attorney - Retirement Deductions - Time and Attendance Reports, includes overtime and leave records - Vouchers - Withholding taxes)

- 10 Reports and Statements
- 11 Systems of Accounting
- 12 Vouchers and Invoices

(Except payroll vouchers - See ACCOUNTING 9)

APPROPRIATIONS (BUDGET)

This subject pertains to annual, deficiency, and supplemental estimates and appropriations; budget material; material regarding preliminary estimates; Bureau of the Budget and Congressional hearings; preparation of exhibits in support of estimates; copies of appropriation bills and committee reports; and material regarding allotments, apportionments, and transfer of funds.

Optional arrangement: Case file by organizational unit, program, fiscal year, as required.

Do not use this subject for filing material relating to fiscal accounting transactions involved in the receipt, disbursement, and other handling of appropriated funds - See ACCOUNTING.

APPROPRIATIONS (BUDGET)

- 1 Allocations, Allotments, Apportionments, Encumbrances, Transfers
- 2 Budget Estimates

(Exhibits - Justifications)

- 3 Hearings
- 4 Reports, Statements, and Statistics
- 5 Supplemental

AUTHORIZATIONS

This subject is for general use only. Do not use for material that can be classified under more specific subjects, such as:

Travel Authorizations - See TRAVEL 2

AUTHORIZATIONS

BUILDINGS & GROUNDS

This subject pertains to the acquisition, construction, operation, and disposal of office buildings and other structures and the grounds necessary to maintain such installations, except:

See SECURITY 1 for material pertaining to the protection of buildings and grounds from vandalism or possible sabotage.

BUILDINGS & GROUNDS

1 Acquisition (Use BUILDINGS & GROUNDS 9 for space acquisition, etc.)

(Appraisal - Deeds - Titles - Mortgages - Recordings - Easements - Rights-of-Way - Permits - Licenses - Grants - Cessions - Leases - Loans - Purchase - Surveys - Transfer)

2 Damage and Protection

(Fire - Flood)

3 Design and Construction

(Alterations - Additions - Construction Authorization - Plans - Drawings - Specifications - Progress Reports - Project Proposals -Cost Estimates - Subprojects - Work Orders)

- 4 Directories, Signs, and Bulletin Boards
- 5 Disposition

(Abandonment - Deeds - Titles - Recordings - Demolition - Dismantling - Sale - Transfer)

6 Grading and Landscaping

BUILDINGS & GROUNDS (CONTINUED)

- 7 Maintenance and Preservation
 - (Painting Repairing)
- 8 Reports and Data
- 9 Space (including office, storage, and parking space)

(Acquisition - Allocation - Assignment - Use and release - Parking Permit)

10 Utilities and Services (Except Telephones - See COMMUNICATIONS 4)

(Trash collection and disposal - Heating -Lighting - Power - Refrigeration - Air-Conditioning - Water - Sewerage - Hot Plates -Vending Machines - Cafeteria)

COLLECTION

This subject pertains to the Agency methods, sources, responsibilities, requirements, and operations involved in the collection of information.

COLLECTION

1

- 2 Facilities and Supplies
- 3 Federal Agencies

(Participating - Nonparticipating)

4 Foreign Agencies

(Participating - Nonparticipating)

5 Individuals and Organizations

6

7 Material for Study (Analysis)

(Equipment - Apparatus - Supplies)

- 8 Operational Techniques
- 9 Planning and Coordination

(Definition of responsibilities - Proposed organization and activities - Committees and conferences)

COLLECTION (CONTINUED)

10 Printed Matter

(Publications - Newspaper - Periodicals - Documents - Maps - Charts)

11 Requirements

(Requests - Directives - Responsibilities)

COMMITTEES

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

Boards of Survey - See EQUIPMENT & SUPPLIES

Optional Arrangement: Case file as required.

COMMITTEES

- 1 Memberships
- 2 Reports and minutes of committee meetings

COMMUNICATIONS

This subject pertains to material regarding all types of communication facilities and services, including procedures for handling mail, cables, and correspondence.

COMMUNICATIONS

- 1 Interoffice and Public Address Systems
- 2 Mail and Correspondence

(Addresses - Postage - Postal Laws and Regulations - Penalty Privileges - Procedure, includes preparation of correspondence -Referred letters - Registered Mail - Insured and Special Delivery)

- 3. Messenger Service (Includes U. S. Official Mail and Courier Service)
- 4 Telephones

(Installation and Use - Lists and Directories, including individual telephone numbers - Toll Calls)

5 Other Electrical Communications

(Radio - Wire - Television - Facsimile - Telegrams - Teletypes - Cablegrams)

CONTRACTS

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

Material pertaining to contracts for the procurement of equipment and supplies - See EQUIPMENT & SUPPLIES h

CONTRAC TS

DISSEMINA TION

This subject pertains to the request for, and/or distribution of, administrative issuances and information.

DISSEMINATION

- 1 Distribution and Mailing Lists
- 2 Materials

(Reports and Surveys - Exhibits - Graphics - Recordings - Newspapers and periodicals - Maps - Charts - Speeches and lectures - Books - Press and Radio releases)

- 3 Planning and Coordination
- 4 Requests
- 5 Restrictions

(Censorship - Quantity Control)

EQUIPMENT & SUPPLIES

This subject pertains to procurement, utilization, management, and disposition of equipment and supplies except:

See BUILDING & GROUNDS for material pertaining to acquisition, management, or disposition of buildings and grounds.

See VEHICLES for all matters pertaining to vehicles.

EQUIPMENT & SUPPLIES

1 Cataloging

(Classification - Identification)

2 Distribution

(Allocation - Assignment - Rationing)

3 Installation, Maintenance, and Preservation

(Repair - Painting - Servicing)

4 Procurement

(Authorization and justification - Bids - Bid and performance bonds - Catalogs, Price Lists and Schedules - Discounts - Inspection and Testing - Invitations - Justifications - Open market - Priorities and expediting - Purchase orders - Rental of equipment - Requisitions - Specifications, bids and contracts - Tax Exemptions - Requirements and related correspondence)

5 Property Accountability

(Damage - Inventories - Loans and Exchanges - Loss and Theft - Property Passes - Receiving Documents - Surveys)

6 Storage and Stockpiling

EQUIPMENT & SUPPLIES (CONTINUED)

7 Surplus, Salvage, and Conservation

(Acquisition - Boards of Survey - Declarations - Disposals - Excess Lists - Sales authorization - Transfer)

FORMS

This subject pertains to forms design, standardization, revision, clearance, and control. It is to be used for correspondence other than requisitions for forms from stock.

See EQUIPMENT & SUPPLIES 4 for requisitions from stock.

FORMS

1 Control or Management

(Design - Standardization - Revision - Clearance)

INVENTIONS

This subject pertains to discoveries and inventions; copyrights of articles or publications; applications for patents and trademarks for devices or materials developed by Agency employees and associates.

Also include agreements permitting use of patents.

Case files may be established, as required. Classify by name of senior author or other appropriate classification.

INVENTIONS

1 Patents, Copyrights, and Trademarks

(Applications - Permission to use)

INVESTIGATIONS

This subject is for general use only. Do not use for material that can be filed under more specific subjects.

INVESTIGATIONS

LEGAL

This subject pertains to legislative proposals, copies of Congressional bills and resolutions, committee reports, hearings, etc.

LEGAL

- 1 Claims and Litigations
- 2 Decisions, Opinions, and Interpretations

(Attorney General - Comptroller General - General Counsel)

- 3 Executive Orders
- 4 Laws and Regulations

(Code of Federal Regulations - Federal Register - Foreign)

5 Legislation

(Federal, file by House or Senate Bill or Resolution Number - State and Territorial - Hearings)

6 Notaries

LIAISON

This subject pertains to policies, procedures, and agreements concerning liaison with States, foreign governments, Federal agencies or organizations. This subject is for general use only, do not use for material that can be classified under more specific subjects, such as:

Liaison regarding collection of information - See COLLECTION 9

Liaison regarding evaluation and utilization of information - See PRODUCTION

Liaison regarding the dissemination of information - See DISSEMINATION

LIAISON (Includes Agreements and Memorandums of Understanding)

2 International

(Foreign Governments - Organizations)

- 3 Intra-Agency
- 4 Other Federal Agencies
- 5 State Agencies or Institutions

MEDICAL

This subject pertains to the development, preparation, and execution of the Agency medical program and with providing medical service and support to Agency activities.

DO NOT use for any papers involving status or health record of an employee. Such papers should be included in the designation "Health Records Case Files" maintained in the Medical Office.

MEDICAL

- Compensation and Claims (Use for Medical aspects only: See ACCOUNTING for payment)
- 2 General Medicine

(Diseases - Injuries - Rest and Rehabilitation - Hospital Facilities - Treatment)

3 Medical Specialities

(Dentistry - Psychiatry - Psychology)

4 Physical Examinations

(Physical Standards and Tests - Waivers - X-rays)

- 5 Plans and Coordination
- 6 Preventive Medicine

(Environmental Sanitation - Immunization)

7 Reports and Surveys

MEETINGS

This subject pertains to meetings, conferences, congresses, conventions, etc. Do not use for material that can be filed under more specific subjects.

See COMMITTEES for material pertaining to committee meetings.

MEE TINGS

- 1 Engagements, Invitations
- 2 Inter-Agency
- 3 Intra-Agency (File by Area, Organization Unit, etc., as required)
- 4 International
- 5 Reports and minutes of meetings

NATIONAL DEFENSE

This subject pertains to the Agency's activities and contributions to the National Defense Program.

MATIONAL DEFENSE

- 1 Civil
- 2 Conservation of Resources

(Essential or Raw Materials)

- 3 Construction and Housing
- 4 Foreign Economic Cooperation
- 5 Industrial Mobilization
- 6 Manpower
- 7 Military
- 8 Price Control
- 9 Production
- 10 Wage Stabilization
- 11 Reports

ORGANIZATION AND MANAGEMENT

This subject pertains to the executive or administrative structure of an organization; distribution or delegation of duties and functions; establishment or discontinuance of offices or organizational units; planning; management policies; procedures; and all administrative or authoritative issuances of the Agency, except processed copies of Agency manuals which should be maintained separately.

ORGANIZATION AND MANAGEMENT

- Administrative Issuances (Policy and Procedural Orders, Notices, and Memorandums)
- 2 Improvement Program

(Surveys - Studies - Employee Suggestion Program)
(See PERSONNEL 3 for Awards and Citations)

- 3 Inspections (Field)
- 4 Emergency Planning

(Decentralization and Dispersal)

5 Establishment, Reorganization, and Liquidation

(Internal (File by name of organizational unit, as required) - Other Federal Agencies)

- 6 Programs and Plans (General Only. Do not use this subject for material that can be classified under more specific subjects.)
- 7 Procedures and Methods
- 8 Functions and Delegation

(Assignment and Transfer of functions - Delegations of Authority)

9 Charts, Tables, and Ceilings

(Organization Charts - Tables of Organization - Personnel Ceilings)

PERSONNEL

This subject pertains to all phases of personnel administration, including policies, programs, procedures, regulations, etc., except security clearances, violations, etc.

PERSONNEL

1 Assignment Actions

(Appointments - Change to Lower Grade - Detail (Civilian Personnel) - Overseas Duty - Promotions - Reassignment - Transfer)

2 Attendance and Absence

(Annual Leave - Dismissal (Heat, snow, etc.) Holidays - Hours of Duty - Jury Duty and
Court Attendance - Leave Without Pay (LWOP) Maternity Leave - Military Leave - Overtime
(including authority to approve) - Sick Leave Vacations)

3 Awards

(Citations and Commendations - Incentive - Honor - Longevity)

- 4 Boards and Panels
- 5 Career Service
- 6 Citizenship
- 7 Classification and Duties

(Position Analysis - Classification - Duties - Position Standards - Position Qualifications)

8 Conduct

(Debts - Disciplinary Actions - Political Activity, Hatch Act)

PERSONNEL (CONTINUED)

- 9 Contract Personnel
- 10 Contributions

(Solicitation of Funds. File by title of campaign or organization, as required)

11 Employee Relations and Activities

(Army Enlisted Reserve Program - Blood Donors - Compensation (for injuries, illness and death) - Counseling - Clubs and Societies - Credit Union - Draft Deferment - Fair Employment Procedure - Grievances - Health - Hearings and Reviews - Hospitalization - Housing - Insurance - Military Reserve Training - Outside Activities - Recreation and Welfare)

12 Evaluation, Personnel

(Instructions - Reports)

13 Military Personnel

(Assignment

- Pay and Allowances)

14 Records and Reports

(Except Personnel Evaluation - See PERSONNEL 12)

15 Recruitment

(Applications and Endorsements - Civilian Reserve - Examinations and Tests - Interviewing - Planning, Manpower - Qualifications (Analysis-Data-Records) - Requirements and Requisitions - Sources (Individuals-Schools - Colleges) - Selection)

16 Safety Program

PERSONNEL (CONTINUED)

17 Separations

18 Supergrades

PRINTING AND REPRODUCTION

This subject pertains to printing and reproduction services.

PRINTING AND REPRODUCTION

- 1 Policies and Procedures
- 2 Programs
- 3 Reports
- 4 Requests and Requisitions
- 5 Publications

PRODUCTION

This subject pertains to the evaluation, analysis, integration, and interpretation of information.

See COLLECTION for material pertaining to the collection of information.

See DISSEMINATION for material pertaining to the distribution of information.

PRODUCTION

- 1 Analyzing
- 2 Correlating and Evaluating
- 3 Estimating
- 4 Incorporating
- 5 Planning and Coordinating

(Policies - Responsibilities - Participants - Product Improvement)

- 6 Post Mortems
- 7 Requirements
- 8 Status
- 9 Translating

PUBLIC RELATIONS

This subject pertains to general phases of public relations only.

See LIAISON for material involving relationships with organizations on a formal basis.

PUBLIC RELATIONS

- 1 Commendations, Congratulations, and Greetings
- 2 Criticisms and Complaints (General only. Do not use for material that can be classified under more specific subjects.)
- 3 Petitions and Resolutions
- h Introductions
- 5 Representatives and Visitors

RECORDS

This subject pertains to policies, procedures, and systems for handling, filing, and disposing of records.

See SECURITY 2 for the security of records.

RECORDS

1 Accessibility

(Request for access to records - Clearances)

2 Disposition

(Disposal, by destruction or transfer - Inventories - Reports - Transfer to Federal Records Center - Transfer to National Archives - Transfer between Federal Agencies-Inter-Agency Loans, temporary transfer, etc. - Schedules)

- 3 Filing Systems and Procedures
- 4 Management

(Surveys)

- 5 Microfilming
- 6 Vital Materials

(Inventories - Policies and Procedures - Progress and Status Reports)

REFERENCE LIBRARY

This subject is to provide for the filing of non-Record, REFERENCE material when such material is maintained in filing equipment. Library and museum material made or acquired and preserved solely for reference or exhibition purposes; extra copies of reports and documents preserved solely for convenience of reference; and stocks of publications and of processed documents fall into this category.

REFERENCE LIBRARY

REPORTS

This subject is for use in filing recurring reports, such as weekly and monthly activity or progress reports, and special reports which are too general to be filed under more specific subjects. Include policies, procedures, and methods for the preparation.

Optional Arrangement: Case file as required.

REPORTS

SECURITY

This subject pertains to the safeguarding of information and material, which, in the best interests of national defense and safety should not be disclosed to unauthorized persons.

SECURITY

- 1 Buildings and Equipment (protection)
- 2 Communications and Records

(Defense classification and reclassification - Disposal - Filing and Storage - Transmission and Receipt - Downgrading - Safeguarding)

- 3 General Policy, Regulations, and Procedure
- 4 Information and Publications

(Censorship - Classification and Reclassification - Use and Release Of)

- 5 Personnel
- 6 Violations

SHIPMENT

This subject pertains to the shipment and routing of equipment and supplies. It is for general use only. Shipments regarding a specific order should be filed with the related order in EQUIPMENT & SUPPLIES 4.

SHIPMENT

- 1 Air
- 2 Motor Carrier
- 3 Rail
- h Water
- 5 Loading, Marking, Packing
- 6 Routing and Shipping
- 7 Regulations
- 8 Bills of Lading and Freight Bills
- 9 Demurrage
- 10 Express
- 11 Drayage
- 12 Storage in Transit
- 13 Loss or Damage
- 14 Quotation and Rates
- 15 Personal Effects

TRAINING

This subject pertains to the development and direction of all Agency training programs.

TRAINING

- 1 Policies and Procedures
- 2 Facilities
- 3 Programs

(In-Service - Orientation)

- 4 Reports
- 5 Outside Training (Colleges, Schools)
- 6 Courses

TRAVEL

This subject pertains to travel on official business, including policies, procedures, and regulations. Case files by name of traveler may be established as required and may be accomplished by writing the name of the traveler as part of the file designation, thus: TRAVEL (Brown, Harry).

TRAVEL

- 1 Advance of Funds
- 2 Authorizations and Orders
- 3 Entry (Custom courtesies, etc.)
- 4 Foreign (Includes passports, visas, etc.)
- 5 Itineraries and Reservations
- 6 Policies and Regulations
- 7 Private Transportation
- 8 Transportation Requests
- 9 Reports

VEHICLES

This subject pertains to acquisition, utilization, and disposition of automobiles, trucks, and other vehicles, including policies, procedures, and authorities for their use. Include also material regarding the procurement, accountability, use, and disposal of tires and tubes.

VEHICLES

- 1 Accidents (Except claims of injured employees See PERSONNEL 16)
- 2 Assignment and Use

(Policies and regulations - Requisitions - Authority to use)

- 3 Credit Cards
- 4 Inspection
- 5 License Plates (Auto tags)
- 6 Loss, Damage, and Theft (Except accident)
- 7 Maintenance and Preservation
- 8 Marking and Identification
- 9 Permits to Operate
- 10 Procurement
- 11 Reports
- 12 Storage (Authority to store at private residence)
- 13 Surplus or Unserviceable

(Disposal by sale, Transfer, or Loan)

- 14 Tires and Tubes
- 15 Titles

SUBJECT INDEX

The following "SUBJECT INDEX" is very similar to the index found in most textbooks. It is an alphabetical listing of the specific subjective titles, key words and terms synonymous to those which are categorically arranged in the Subject List.

This "SUBJECT INDEX" is maintained on punch cards. It is intended to expand and amend the Subject Index to include additions and/or modifications that may arise from use of the File Classification Guide in various offices.

Offices adding approved subdivisions to the Subject List provided in the "File Classification Guide" may find it desirable to include these subjects, terms, etc. in their proper place in the subject index. This may be accomplished by contacting the Records Management Staff through the Area Records Officer concerned where arrangements will be made for mechanical preparation of the Index.

SUBJECT INDEX

-A-

Reference	1	File Designation
Abandonment	• • • • • • • • • • • •	BUILDINGS & GROUNDS 5 PERSONNEL 2
Employees. Vehicles. Accomodations. Accountability Property. Accounting. Accounts Current. Acquisition Building & Grounds.		VEHICLES 1 TRAVEL 5 EQUIPMENT & SUPPLIES 5 ACCOUNTING ACCOUNTING 1
SpaceVehiclesActivities	• • • • • • • • • • • • • • • • • • • •	EQUIPMENT & SUPPLIES 7 BUILDINGS & GROUNDS 9 VEHICLES 10
Employee		•
Organizational Political - Hatch Act Additions Addresses, Mailing Adjustments	• • • • • • • • • •	PERSONNEL 8 BUTI DINGS & CROUNDS 2
Collections - Receipts Disbursements Administrative Issuances Distribution Advance of Funds for Travel Agencies	• • • • • • • • • • • •	ACCOUNTING 8 ORGANIZATION & MANAGEMENT 1
Liaison		MEETINGS ORGANIZATION & MANAGEMENT C
Agreements		BUTTINENCE & CROTHING TO

Reference	File Designation
Allocation	movement a supplicate of
Equipment & Supplies	EQUIPMENT & SUPPLIES 2
Tunda	APPROPRIA LIONO I
Space	DOTTINGO & GUNGRIDO >
Allotments.	APPROPRIATIONS I
Allowances	ACCOUNTING 2
Continuation of	ACCOUNTING 2
Military	PERSONNEL 13
Spanial	ACIDUNTING 2
Alterations	BOTTDINGS & GROONDS 2
Amalarata	
Budge tary	APPROPRIATIONS 4
Material for Study	COTITION
Position	PERSONNEL /
Anglyzing	PRODUCTION I
Animals. Transportation of	INAVEL O
Annual Leave	PERSONNEL 2
Applications	
Inventions, Patents, etc	INVENTIONS 1
Perconnel Recruitment	PERSONNEL 15
Appointments	PERSONNEL I
Amontionments	AFFIORITATIONS I
Annagical a	DOTTOTIAGO & GIMONIDO T
Appropriations	APPROPRIATIONS
A mai commant	
Equipment & Supplies	EQUIPMENT & SUPPLIES 2
Functions	ORGANIZATION & MANAGEMENT O
Military	PERSONNEL 13
Pangannal	PERSONNEL 1
Space	BUILDINGS & GROONDS A
Vehicles	VEHICLES 2
	DED CANNET O
Attendance & Absence	ACCOUNTING 2
Audits	ADDANT TATION 2. MANAGEMENT 8
Authority, Delegation of	AU THORIZATION & PANAGEMENT O
Authorizations	
Construction	DOTTOTION & CONTRACTOR).
Procurement	DESTRUCT OF DUTILITIES IN
Travel	INAVEL Z
Autopsies	DEDGONNET 2
Awards	, remounding

-B-

Reference	File Designation
Bids Bills of Lading Blood Donors Blueprints Boards	SHIPMENT 8 PERSONNEL 11 BUILDINGS & GROUNDS 3
Bulletin	BUILDINGS & GROUNDS 4
Review, Performance Rating Survey, Surplus Property Bond Deductions Bonds	RUITPMENT & SUPPLIES ?
Agent Cashiers. Bid or Performance. Bonding of Employees. Certifying Officer.	EQUIPMENT & SUPPLIES 4
Collection Dissemination Budget	COLLECTION 10 DISSEMINATION 2
Analysis Estimates Hearings	APPROPRIATIONS 2
Buildings Housing Security Protection of Bulletin Boards	NATIONAL DEFENSE 3

-C-

Reference	File Designation
Cablegrams Cafeterias Career Service Cataloging Catalogs Censorship Information & Publications	EQUIPMENT & SUPPLIES 4
Certifying Officers	DOTTIDINGO CE CIRCOTIDO T
Dissemination of	ORGANIZATION & MANAGEMENT 9
Citations Citizenship Civil Defense Civil Service Civilian Reserve	NATIONAL DEFENSE 1 PERSONNEL
Claims Audit Claims & Litigations Employees Medical Shipment	LEGAL 1 PERSONNEL 16 MEDICAL 1
Classification Communications & Records Employees Equipment & Supplies Information & Publications	PERSONNEL 7 EQUIPMENT & SUPPLIES 1
Clearance Forms	, forms 1
Records	PERSONNEL 11

Poference	
Reference	File Designation
Collection	COLLECTION
Collections - Receipts	ACCOUNTING 6
Colleges	
Outside Training - Personal	PERSONNEL 11
Personnel Recruitment	PERSONNEL 15
Commendations	
Employees	PERSONNEL 3
Public Relations	PUBLIC RELATIONS 1
Committees	COMMITTEES
Intelligence Collection	COLLECTION 9
Common Carrier	SHIPMEN T
Communications	COMMUNICATIONS
Security	SECURITY 2
Compensation	D7000000000000000000000000000000000000
Employee Accidents	PERSONNEL II
MedicalComplaints	MEDICAL I
• *	DEDOCMENT 11
Employees Public Relations	PERSONNEL II
Conduct.	PUBLIC RELATIONS 2
Conferences	MER TIMES
	LIED TINGS
Congratulations	DIRITO DETATIONE 3
Conservation	TODATO MEMATIONS I
Equipment	RYHTDMENT & CHODITES 7
Resources	NATTONAL DEPENSE A
Construction	MATTONAL DEFENSE 2
Authorization	BITTINGS & OPOINING 2
	DOTTOLINGO & MINOMING 2
Contracts	CONTRACTS
Procurement	FOUTPMENT & SUPPLIES I.
Contributions	ACCOUNTING A
Solicitation of Funds	PERSONNET. 10
Control, Forms.	FORMS 1
Cooperation, Foreign Economic.	NATIONAL DEFENSE L
coording ung	PRODUCTION 5
Coordination	
Collection	COLLECTION 9
vissemination	DISSEMINATION 3
Medical	MEDICAL 5
Copyrights	INVENTIONS 1

Reference	File Designation
Correlating & Evaluating	PRODUCTION 2
Cost Estimates	EUILDINGS & GROUNDS 3
Cost of Living	ACCOUNTING 2 PERSONNEL 11
Courier Routes & Services Agency	COMMUNICATION 3
Court Attendance	PERSONNEL 2
Credit Cards	PERSONNEL 11
Customs Courtestes	TRAVEL 3

-D-

Reference	File Designation
Damage	
Building & Grounds	MITTETIO A GEORGE
Equipment & Supplies	BUILDING & GROUNDS 2
Shipments	CHIDMENIAC 15
AGUT CTGS	VEHTCT PC 4
permi of FulbToAee	סדים שלוווים אווים סדים
	DIFD CONTAINET Q
Decentralization.	ORGANTZATTON & MANACEMENTON I
	L.L. T.EGAT. 2
Declarations	EQUIPMENT & SUPPLIES 7
Deduc mond	
Bond	ACCOUNTING 9
Retirement	ACCOUNTING 9
peads	
Acquisition	BUILDING & GROUNDS 1
Disposition	•••• BUILDING & GROUNDS 5
Delegation of Authority	ODG ANTO A TOPA OF
Delegation of Authority Demolition	ORGANIZATION & MANAGEMENT 8
Demotions	DEDCOMPAR
Demurrage	SUTDAMENT O
Dentistry	MEDICAL 2
Deposits	ACCOUNTING 6
Deling OTOGA	MEDITCAT 2
Describing.	PRODUCTION 3
pestRu	
Forms	···· FORMS 1
building & Grounds	BITTIDING & CROTHING 2
THE TOY OF THE TOWN OF THE TOY OF THE TOY OF THE TOY OF THE TOY OF THE TOWN O	אוואסטינט זיי
Directives - Collection	COLLECTION 11
Building	BUILDING & GROUNDS 4
Disallowances	ACCOUNT MENSO.
Disbursements	ACCOUNTING 3
Disciplinary Actions.	PERSONNET 8
Discoult os e e e e e e e e e e e e e e e e e e	ACCOIN TING 7
rodurement.	ROTTPMENT & SUPPLIES !
DISTRIBUTE STATE OF THE PROPERTY OF THE PROPER	MEDICAT 2
Dismantling	BUILDINGS & GROUNDS 5
	The second of th

Reference	File Designation
Dismissal - Heat	PERSONNEL 2 ORGANIZATION & MANAGEMENT 14
Disposal Equipment & Supplies Records Security of Records Vehicles	EQUIPMENT & SUPPLIES 7 RECORDS 2 SECURITY 2
Disposition Buildings & Grounds Records Dissemination	BUILDINGS & GROUNDS 5 RECORDS 2
Distribution Administrative Issuances Equipment & Supplies Information	EQUIPMENT & SUPPLIES 2
Documents Collection Receiving Donations	EQUIPMENT & SUPPLIES 5
Downgrading Communications & Records Information & Publications Drawings Drayage	SECURITY 4 BUILDINGS & GROUNDS 3
Drugs Duplicating Du ties	PRINTING & REPRODUCTION

Reference	-E-	File Designation
Easements		DUTTETIO
Electrical Communication	*************	BUILDINGS & GROUNDS 1
Electrical Communication	118	COMMUNICATIONS 5
Fundamen Delation	••••••	ORGANIZATION & MANAGEMEN
mintohee ners mous	••••••••	PERSONNEL 11
Employment	!	
Federal		DED COARTER
Encumbrances		ADDOOD TAMTOMO
Endorsement	• • • • • • • • • • • • • • • • • • • •	DEDCOMPET 25
Engagements	****************	· · · · · PERSUNNEL 15
Engagements	••••••••••••••••••••	••••MEETINGS 1
Entry-Customs Courtesies	5	TRAVEL 3
adorthment of ambittes****	••••••••••	EQUIPMENT & SUPPLIES
DTRES	• • • • • • • • • • • • • • • • • • • •	FOUTPMENT & SUPPLIES I.
Conservation	• • • • • • • • • • • • • • • • • • • •	POUTPMENT & SUPPLIES 7
Contracts		EQUITPMENT & SUPPLIES).
DISCOUNTS		EQUITPMENT & SUPPLIES I.
DISCRIPTION CON		FOUTPMENT & SUPPLIES 2
raterial for Study.	••••••	COLLECTION 7
Medical		EQUIPMENT & SUPPLIES
Protection		SECURITY 1
Surplus & Salvage		EQUIPMENT & SUPPLIES 7
stablishment		ORGANIZATION & MANAGEMENT
stimate	••••••••••	Undantzarion & Managemen
		A. T.
Coet		APPROPRIATIONS 2
0050		BUILDINGS & GROUNDS 3
Valuation		
Employee	•••••••	PERSONNET TO
Product	••••••	PPODICTION C
xaminations		•••••11000011014 2
	••••••	MUTTOLI
Recruitment.	••••••	O O O O PROJUCALI LI
xcentions_GAO	**************	· · · · PERSONNEL 15
xceptions-GAO	••••••••	ACCOUNTING 3
	• • • • • • • • • • • • • • • • • • • •	EQUIPMENT & SUPPLIES 7
rohomos		
voriant8e2.		MOUTDWENT & CUDDITES C
xecutive Orders		MOUTDWENT & CUDDITES C
xecutive Ordersxhibits	••••••••	EQUIPMENT & SUPPLIES 5
xecutive Ordersxhibits		EQUIPMENT & SUPPLIES 5
xecutive Ordersxhibits Budget Estimates	••••••••••••	EQUIPMENT & SUPPLIES 5LEGAL 3APPROPRIATIONS 2
xecutive Ordersxhibits	••••••••••••	EQUIPMENT & SUPPLIES 5LEGAL 3APPROPRIATIONS 2
xecutive Ordersxhibits Budget Estimates	••••••••••••	EQUIPMENT & SUPPLIES 5LEGAL 3APPROPRIATIONS 2ACCOUNTING 8
xecutive Ordersxhibits Budget Estimates		EQUIPMENT & SUPPLIES 5LEGAL 3APPROPRIATIONS 2ACCOUNTING 8

_F-

Reference	File Designation
Facilities Hospital	MEDICAL 2
Training Fair Employment Federal Agencies	TRAINING 2 PERSONNEL 11
Liaison	LEGAL 14 ACCOUNTING 6 RECORDS 3 BUILDINGS & GROUNDS 2 PERSONNEL 16 PERSONNEL 16 COLLECTION 14 NATIONAL DEFENSE 14
Travel	
Forms	BUILDINGS & GROUNDS 2 SHIPMENTS
Funds Accounting for Budget Estimates	ACCOUNTING APPROPRIATIONS 2
Solicitation of	PERSONNEL 10 TRAVEL 1

-G-

Reference	File Designation
GAO Exceptions. Garbage. Grading. Grants. Graphics. Greetings. Grievances. Gynecology.	BUILDINGS & GROUNDS 10 BUILDINGS & GROUNDS 6 BUILDINGS & GROUNDS 1 DISSEMINATION 2 PUBLIC RELATIONS 1 PERSONNET. 17
	MEDICAL 3

_H-

Reference	File Designation
Hatch Act	PERSONNEL 8 PERSONNEL 11
Hearings Appropriations Legislative	
Personnel	BUILDING & GROUNDS 10 PERSONNEL 2
Honor Awards	MEDICAL 2
Hours of Duty	PERSONNEL 2
Household Goods	NATIONAL DEFENSE 3

-I-

Reference

File Designation Identification Property..... EQUIPMENT & SUPPLIES 1 Vehicles..... VEHICLES 8 Immunization..... MEDICAL 6 Improvement Program..... ORGANIZATION & MANAGEMENT 2 Incorporating..... PRODUCTION 4 Industrial Mobilization..... NATIONAL DEFENSE 5 Informants..... COLLECTION 1 Injuries..... MEDICAL 2 In Service..... TRAINING 3 Inspection Field..... ORGANIZATION & MANAGEMENT 3 Procurement..... EQUIPMENT & SUPPLIES 4 Safety..... PERSONNEL 16 Vehicles..... VEHICLES 4 Installation Equipment & Supplies..... EQUIPMENT & SUPPLIES 3 Telephones..... COMMUNICATIONS 4 Institutions..... LIAISON 5 Instructions Personnel Evaluation..... PERSONNEL 12 Safety..... PERSONNEL 16 Insured Mail...... COMMUNICATIONS 2 Insurance, Employee..... PERSONNEL 11 Interest..... ACCOUNTING 6 International Liaison..... LIAISON 2 Meetings..... MEETINGS 4 Inter-Office..... COMMUNICATIONS 1 Interpretations..... LEGAL 2

Reference	File Designation
Interview Entrance	PERSONNEL 15
Intra Agency Liaison Meetings Introductions Inventions Inventories Personnel Property Records Vital Materials Investigations	PUBLIC RELATIONS 4 INVENTIONS PERSONNEL 7 EQUIPMENT & SUPPLIES 5 RECORDS 2 RECORDS 6
Invitations Bids Meetings Invoices and Vouchers Irregularities, Accounting Issuances, Administrative Distribution of Itineraries & Reservations	ACCOUNTING 12 ACCOUNTING 3 ORGANIZATION & MANAGEMENT 1 DISSEMINATION 1

J

Reference	File Designation
Job Description Jury Duty Justifications	PERSONNEL 7 PERSONNEL 2
Budget Estimates	APPROPRIATIONS 2

-L-

Reference	File Designation
Labor	
Federal Employees	
Laboratory Equipment	MEDICAL 3
Landscaping	BUILDING & GROUNDS 6
Laws - Regulations	
Leases	BUILDINGS & GROUNDS 1
Leave	PERSONNEL 2
Lectures	DISSEMINATION 2
Legal	LEGAL
Legislation	LEGAL 5
Liaison	LIAISON
Library	REFERENCE LIBRARY
Licenses	BUILDINGS & GROUNDS 1
License Plates	VEHICLES 5
Lighting	BUILDINGS & GROUNDS 10
Linguists	PERSONNEL 7
Liquidation	ORGANIZATION & MANAGEMENT 5
Lists	
Excess	
Mailing	DISSEMINATION 1
Telephone	COMMUNICATIONS 4
Li tigations	LEGAL 1
Loans	
Buildings & Grounds	BUILDINGS & GROUNDS 1
Property	EQUIPMENT & SUPPLIES 5
Records	
Logistics	EQUIPMENT & SUPPLIES
Loss	
Property	
Shipments	
Vehicles	VEHICLES 6

_M-

Reference	File Designation
Mail	COMMINICATIONS 2
Mailing Lists	DISSEMINATION 1
Maintenance	* ************************************
Buildings & Grounds	. BUILDINGS & GROUNDS 7
Equipment & Supplies	EQUIPMENT & SUPPLIES 3
Vehicles	VEHICLES 7
Management	
Forms	
Records	
Manpower	
Planning	PERSONNEL 15
Maps	
Collections	. COLLECTIONS 10
Dissemination	DISSEMINATION 2
Material	
Dissemination Media	
Essential or Raw	NATIONAL DEFENSE 2
Maternity Leave	PERSONNEL 2
Medical	MEDICAL
Special ties	MEDICAL 3
Surveys	MEDICAL 7
Medicine	
General	MEDICAL 2
Preventive	MEDICAL 6
Meetings	MEETINGS
Memberships	COMMITTEES 1
Memoranda of Understanding	LIAISON
Messenger Service	COMMUNICATIONS 3
Me thods	ORGANIZATION & MANAGEMENT 7
Microfilming	RECORDS 5
Military	NATIONAL DEFENSE 7
Leave	PERSONNEL 2
Personnel	PERSONNEL 13
Reserve Training	PERSONNEL 11
Minutes	
Committees	
Mee tings	MEETINGS 5

Reference	File Designation	
Missions		
Personnel Matters Table of Organization Mobilization-Industrial	ORGANIZATION & MANAGEMENT S	9
Mortgages	BUILDINGS & GROUNDS 1 SHIPMENT 2	

-N-

Reference	File Designation
National Defense	
Newspapers Collection	. COLLECTION 10
Dissemination Non Participating Agencies Federal	
Foreign	• COLLECTION 4
No tices.	

-0-

Reference	File Designation
Official Courier Service	BUILDINGS & GROUNDS 9
OpinionsOpthalmology	
Administrative	LEGAL 3 EQUIPMENT & SUPPLIES 4 TRAVEL 2 ORGANIZATION & MANAGEMENT
Training Orthopedics Outside Training Agency	MEDICAL 3 TRAINING 5
Personal Outside Work Overseas Duty Overtime Overtime Policy	PERSONNEL 11 PERSONNEL 1 PERSONNEL 2

P

Painting Building & Grounds Building & Grounds Equipment & Supplies Parking Space Buildings & GROUNDS 7 EQUIPMENT & SUPPLIES 3 Participants PRODUCTION 5 Participating Agencies Federal COLLECTION 3 Foreign COLLECTION 4
Equipment & Supplies
Parking Space
Participants
Participants
Participating Agencies Federal
Foreign COLLECTION 4
Passports TRAVEL 4
Patents INVENTIONS 1
Pay - Military Personnel PERSONNEL 13
Payrolls & Salaries ACCOUNTING 9
Penalty Privilege COMMUNICATIONS 2
Per Diem
Performance Ratings PERSONNEL 12
Periodicals COLLEGITON 10
Collection
Dissemination
Permits Buildings & Grounds BUILDINGS & GROUNDS 1
Operator
Parking BUILDINGS & GROUNDS 9
Postal
Personal Effects
Personnel. PERSONNEL
Ceilings ORGANIZATION & MANAGEMENT 9
Evaluation
Petitions PUBLIC RELATIONS 3
Pets - Transportation of TRAVEL 6
Physical Examinations MEDICAL 4
Physical Standards - Tests MEDICAL 4
Planning
Emergency CRGANIZATION & MANAGEMENT L
Manpower PERSONNEL 15

Reference	File Designation
Planning & Coordination	
	GOT THE COMMON AND THE
Collection	• COLLECTION 9
Dissemination	• DISSEMINATION 3
Exploitation	• PRODUCTION 5
Production	• PRODUCTION 5
Construction	. BUILDINGS & GROUNDS 3
General	ORGANIZATION & MANAGEMENT 6
redical.	. MEDICAL 5
Policies - Procedures	
Evaluation of	PRODUCTION 2
Printing & Reproduction	PRINTING & REPRODUCTION 1
I TOURCE OF OHLE AND A SECOND AND A SECOND AND A SECOND ASSESSMENT AND A SECOND ASSESSMENT AND A SECOND ASSESSMENT ASSESS	PRODUCTION 5
Security	SECURTTY 3
raining	TRAINING 1
Travel	TRAVEL 6
Venicles	VEHTCLES 2
vital Materials	PECOPDS 6
FOLICY & Procedural Orders	ORGANITY AUTOM O MARIA OFFICIALITY
TOTT OF OUT AT OF AT OF AS A SECOND AS A S	PEPSONINET 8
rost don Description	PERSONNEL 7
105 tage	
Collections & Receipts	ACCOUNTING 6
Tall.	COMMINITCATIONS 3
TOSUAL DAWS & REGULATIONS.	COMMINITAL PROME O
TOWEL - OUTIT MES	RITTINTNICE & CONTINUE TO
rower of Accorney	ACCOUNTING 9
Liesel. As Cloud	
Buildings & Grounds	BUILDINGS & GROUNDS 7
Eduthuen & Mibbiles	MOUTPMENT & CUIDDITEC 2
records	RECORDS
venicles	VEHTCLES 8
rress kelease	DISSEMITATON A
rrevendive medicine	MEDICAL A
rrice Control.	NATTONAL DEFENCE &
TITUE IIIS IS.	TYNITOMENIO 9. CHIDDITTIA 1
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riocedures	
General	ORGANIZATION & MANAGEMENT 7
TALLE & OUT ESPONDENCE TO A A A A A A A A A A A A A A A A A A	COMMINITO A PTONE
Translig & Reproduction	DRINGTIC P. DEDDOORGONTON
Records	RECORDS 3
	-

Reference	File Designation
Security	
Training	TRAINING I
Vital Materials	RECURDS 6
Procurement	
Equipment & Supplies	EQUIPMENT & SUPPLIES 4
Vehicles	AEHICTES TO
Production	NATIONAL DEFENSE 7
Defense	NATIONAL DEFENSE 9
Programs	DEDCOMMEN 11
Army Enlisted Reserve	ODCANTIATION & MANAGEMENT &
General	ODCANT ATTON & MANAGEMENT O
Management Improvement	PRINTING & REPRODUCTION 2
Printing & Reproduction	TRAINING & INTRODUCTION 2
Training	IIIAINING J
Progress Reports Construction	BUILDINGS & GROUNDS 3
Vital Materials	
Project Proposals	
Promotions	
Property Passes	
Protection	BUILDINGS & GROUNDS 2
Psychiatry	, MEDICAL 3
Perchalagy	MEDICAL 3
Public Address Systems	COMMUNICATIONS 1
Publications	•
Administrative Issuances	ORGANIZATION & MANAGEMENT 1
Collection	COLLECTION 10
Distribution	DISSEMINATION 1
Printing & Reproduction	PRINTING & REPRODUCTION 5
Security	SECURITY 4
Public Relations	, PUBLIC RELATIONS
Publicity	PUBLIC RELATIONS
Purchase Orders	, EQUIPMENT & SUPPLIES 4

-0-

Reference	File Designation
Qualifications Applicants Position Recruitment	PERSONNEL /
Quarters Allowances	ACCOUNTING 2

-R-

Reference	File Designation
Radio	
Communications	COMMUNICATIONS 5
Releases	
Radiology	
Rail Transport	
Rates	
Rationing	
Real Estate	
Reassignment	
Receipts & Collections	
Receiving Documents	EQUIPMENT & SUPPLIES 5
Reclassification	CONTRACT O
Communications and Records	
Employees	PERSONNEL /
Information & Publications	
Recording, Wire	
Records	
Personnel	
Safeguarding	
Recreation	
Recruitment	
free ratometrossessessessessessessessessessessessesse	I ENDONNEL I
Reemployment	PERSONNEL 1
Reference Library	
Referred Letters	
Refrigeration	· · · · · · · · · · · · · · · · · · ·
Refunds	
Collections and Receipts	ACCOUNTING 6
Disbursement	ACCOUNTING 8
Registered Mail	COMMUNICATIONS 2
Regulations	
Administrative Issuances	ORGANIZATION & MANAGEMENT 1
Distribution	
Laws	
Postal	
Security	
Shipment	
Travel	
Vehicles	
Rehabilitation	MEDICAL 2

Reference	File Designation
Relations, Employee	PERSONNEL 11
Communications & Records	SECURITY 2 SECURITY 14 BUILDINGS & GROUNDS 9
Rental of Equipment	EQUIPMENT & SUPPLIES 4 ACCOUNTING 6 ORGANIZATION & MANAGEMENT 5
Buildings & Grounds	BUILDINGS & GROUNDS 7 EQUIPMENT & SUPPLIES 3 VEHICLES 7 REPORTS
Reports	ACCOUNTING 10
Committees	COMMITTEES 2 BUILDINGS & GROUNDS 3
Evaluation of Employees	PERSONNEL 12
Medical Mee tings National Defense	
Personnel Printing & Reproduction Training	PRINTING & REPRODUCTION 3 TRAINING 4
TravelVehiclesVital Materials	VEHICLES 11 RECORDS 6
Reproduction	PRINTING & REPRODUCTION
Dissemination	DISSEMINATION 4 PRINTING & REPRODUCTION 4 RECORDS 1
Requirements	
Collection	EQUIPMENT & SUPPLIES 4

Reference	File Designation
Requisitions	
Equipment & Supplies	EQUIPMENT & SUPPLIES 4
Forms From Stock	EQUIPMENT & SUPPLIES L
New Forms	FORMS 1
Printing & Reproduction	PRINTING & REPRODUCTION L
Recruitment	PERSONNEL 15
Vehicles	VEHICLES 2
Reserve Training, Military	PERSONNEL 11
Resolutions	LEGAL 5
Resources, Conservation	NATIONAL DEFENSE 2
Responsibilities	
Collection	COLLECTION 9
Production	PRODUCTION 5
Rest	MEDICAL 2
Restrictions	DISSEMINATION 5
Retirement Deductions	ACCOUNTING 9
Revision of Forms	FORMS 1
Rights of Way	
Royalties	ACCOUNTING 6

Reference	- S-	File Designation
Sales Authorization Salvage Sanitation		EQUIPMENT & SUPPLIES 7
Disbursements Records Disposit	eipts	ACCOUNTING 8
Outside Training Outside Training Personnel Recrui	ren	TRAINING 5 PERSONNEL 11 PERSONNEL 15
Selective Service Draft Deferrment		PERSONNEL 11
Shipment		BUILDINGS & GROUNDS 4 ORGANIZATION & MANAGEMENT 9 PERSONNEL 11
Recruitment Space Special Delivery		PERSONNEL 15 BUILDINGS & GROUNDS 9
Equipment & Sup Speeches	undsplies	EQUIPMENT & SUPPLIES 4 DISSEMINATION 2
Job Physical Recruitment		MEDICAL 4 PERSONNEL 15

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Reference	File Designation
	TITO DOUTEIN OTOIL
Statements	
Accounting	ACCOUNTING 10
Appropriations.,	APPROPRIATIONS L
Statistics	APPROPRIATIONS 4
Appropriation	APPROPRIATION 4
Budget	APPROPRIATION 4
General	REPORTS
Personnel	PERSONNEL 14
Status	PRODUCTION 8
Stock Catalogue	EQUIPMENT & SUPPLIES 1
Stockpiling	EQUIPMENT & SUPPLIES 6
Storage	
Communications & Records	SECURITY 2
Equipment & Supplies	EQUIPMENT & SUPPLIES 6
In Transit	SHIPMENT 12
Space	BUILDINGS & GROUNDS 9
Vehicles	VEHICLES 12
Summaries	
Supergrades	ACCOUNTING
Supplemental Appropriations	PERSONNEI, 18
Supplied	APPROPRIATIONS 5
Supplies	EQUIPMENT & SUPPLIES
Material for Study	COLLECTION 7
Surplus	•
Equipment & Supplies	EQUIPMENT & SUPPLIES 7
Vehicles	VEHICLES 13
Surveys	AEUTOTES TO
Board, Surplus Property	EQUIPMENT & SUPPLIES 7
Buildings & Grounds	BUILDINGS & GROUNDS 1
Equipment & Supplies	EQUIPMENT & SUPPLIES 5
Improvement Program	
Tubios emerio il ogiames	ORGANIZATION & MANAGEMENT 2
Management	ODDANITA MITON A MANAGEMENT A
Medical	ORGANIZATION & MANAGEMENT 2
	MEDICAL 7
Records	RECORDS 4
Suspensions	ACCOUNTING 3
Systems	
Accounting	ACCOUNTING 11
Filing	RECORDS 3

Reference	-T-	File Designation	
Tables of Organization Tax Exemptions	• • • • • • • • • • • • • • • • •	ORGANIZATION & MANAGEMENT 9 EQUIPMENT & SUPPLIES 4	
Telegrams		COMMUNICATIONS 5	
Teletypes Television		COMMUNICATIONS 5 COMMUNICATIONS 5	
Tests Employees Equipment & Supplies Physical Recruitment		MEDICAL 4	
Theft Property Vehicles Time & Attendance Reports Tires - Tubes	,	ACCOUNTING 9	
Titles Building & Grounds Vehicles Toll Calls Tour of Duty Overseas		COMMUNICATIONS 4	
Trademarks Training Military Outside - Agency Outside - Personal Personnel		TRAINING PERSONNEL 11 TRAINING 5 PERSONNEL 11	
Personnel		• EQUIPMENT & SUPPLIES 7 • ORGANIZATION & MANAGEMENT • PERSONNEL 1 • RECORDS 2	8
Translating Transportation Private Vehicles Requests			

Reference	File Designation
Trash, Collection - Disposal	BUILDINGS & GROUNDS 10
Treatment, Medical Typewriter - Repair	MEDICAL 2 ROUTPMENT & SIPPLIES 2

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Reference	File Designation
Unions, Employee	PERSONNEL 11
Urology Utilities & Services	MEDICAL 3 BUILDINGS & GROUNDS 10 FOULTPMENT & SUPPLIES 8

-V-

Physical Examinations		
Vehicles	Reference	File Designation
Vehicles	Vacancies	PERSONNEL 15
Vehicles. Sale of Overseas. Sale of Overseas. Shipment. Shipment. Travel. Vending Machines Money from. Use and Installation. Violations. Visitors. Visitors. Vital Materials. Vital Materials. Payroll Vouchers. Payroll Vouchers. Physical Examinations. Physical Examinations. Physical Examinations. Per Communications National Defense 10 Communications 5 ACCOUNTING 9 File Designation NATIONAL DEFENSE 10 Were Buildings & GROUNDS 10 PERSONNEL 11 PERSONNEL 11 -X- Reference File Designation File Designation File Openion 11 Communications 5 ACCOUNTING 9 FILE Designation 11 FILE Designation 5 ACCOUNTING 9 FILE Designation 11 FILE Designation 5 ACCOUNTING 9 PERSONNEL 11 -X- Reference File Designation File Designation File Designation File Designation		
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-X- Reference File Designation Y-ray Examinations	rk - Outside	DEDCOMMENT 13
Geference File Designation Examinations		PERSONNEL II
-ray Examinations	-X-	
Examinations MEDICAL 4	Reference	File Designation
Examinations MEDICAL 4	-	
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